
WeCare User Manual - Non-Profit Organization (NPO)

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PART 1: NPO REGISTRATION

Step 1: NPO Registration Option

NPO can choose to register with these two options:

	(A) WeCare Community	(B) Online Banking
Features	<ul style="list-style-type: none">• Support Us Donation Bundle (cash donation)• Goods in-kind• Volunteer services	<ul style="list-style-type: none">• Direct donation via FPX to NPO's account• Include Paypal corporate account in 2016
Option 1 = (A)	(A)	
Option 2 = (A) + (B)	(A)	(B)

You may refer to [Table 8.1](#) in Appendix for more details.

Step 2: Wecare Website Address

- 1) Access to WeCare by visiting: <https://www.wecarecommunity.com/>

Side note: Other than website, WeCare also have Mobile App (Android) available [here](#).

Step 3: NPO Registration Navigation

- 2) The prerequisites for this [Part 1 \(NPO Registration\)](#) in WeCare is to have an **Active Email**.
- 3) If you have not yet registered as NPO user in WeCare, please register (open a free account) by clicking on the **NPO** under **registration** as shown on [Figure 1.1](#).



Figure 1.1 WeCare NPO Registration Link

Step 4: NPO Registration Form

WeCare > NPO Registration

For Contributor registration, click [HERE](#)

Account Details

Username*

Password*

Min 8 characters

Confirm password*

Country*

State*

City/Town*

Organization Details

Organization name*

First name*

Last name*

Email*

Phone number*


TERMS AND CONDITIONS

The following terms and conditions govern your use of this website and services offered by WeCare Community Berhad ("WeCare"). It is important that you take the time to read the terms and conditions carefully before using and accessing this website.

These terms and conditions may be revised without notice from time to time.

- Acceptance of Terms and Conditions
 - 1.1 If you continue to browse and use this website, you are automatically agreeing

☐ I have read and agreed with the terms and conditions mentioned above. I confirm that I fulfil all the Eligibility Criteria imposed by WeCare Community.



Get Another Input (Not case sensitive)

REGISTER

Figure 1.2 WeCare NPO Registration Form

Important Note: Only one email (one user) is allowed per NPO Registration. Registration will be prohibited if the email address had been used as a user registration in wecarecommunity.com.

- 4) Enter your desired **Username** and **Password**. Password has to be minimum 8 characters and mixture of alphabets and numbers.
- 5) **Country** will default to **Malaysia**. Currently, WeCare initial launch is for NPOs who are registered in Malaysia only. Services will be opening to other countries in the future.
- 6) Select a **State** and **City/Town**. Select the nearest City/Town if you cannot find the exact town name.

- 7) Enter **Organization Name, First Name, Last Name, Email & Phone number**. (*Note: organization name can't be changed once submitted)
- 8) Tick the checkbox if you have read, understand and agreed with the terms and conditions to use the services in wecarecommunity.com . Enter the **Code** as presented in the security image.
- 9) Click **Register** to create an user account as Non-Profit Organization.
- 10) You will be redirect to a registration successful page once registered.

Step 5: NPO Registration - Email Verification

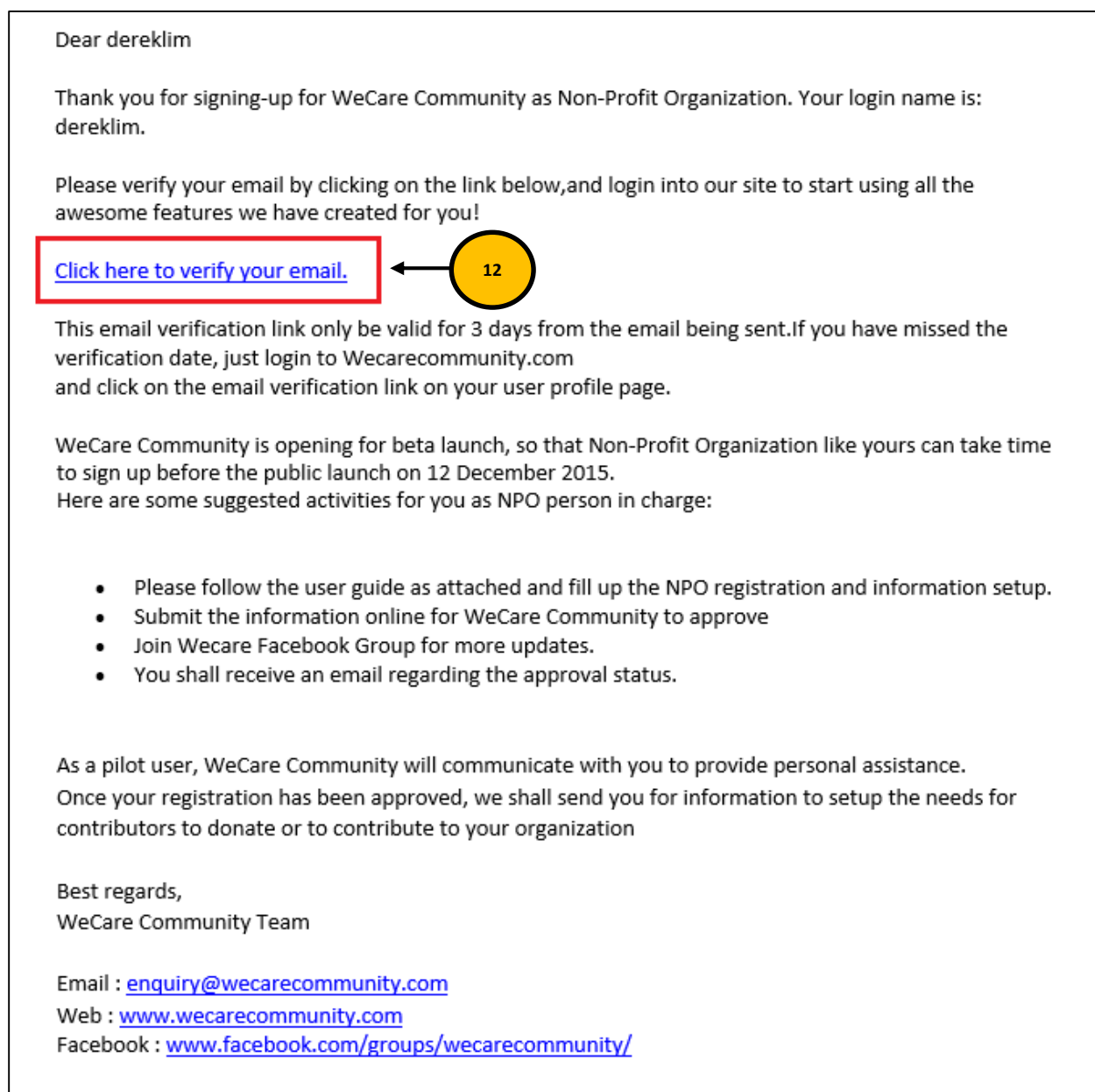


Figure 1.3 Email Verification

- 11) Once registered, a verification email will be sent to your email account you used for registration.
- 12) Open the email and click on the **“Click here to verify your email”** as shown as Step 11 in [Figure 1.3](#) to verify your email. It is important to have an validated email to ensure you receive all the relevant messages.

PART 2: NPO SETUP

Step 1: NPO Setup Navigation

- 1) Please complete [Part 1: NPO registration](#) before starting [Part 2: NPO Setup](#).
- 2) Once Login, go to **My NPO** and select **NPO Setup** as shown in [Figure 2.1](#).



Figure 2.1 NPO Setup Navigation

Step 2: NPO Setup Info

WeCare > Old Folks Care House > **NPO Setup**

Info Organization Banking Social

Short Description Max 200 characters

Old Folks Care House is a not-for-profit organization dedicated to enriching the lives of residents through the provision of quality retirement housing. We currently housing for around 30 seniors. 4

NPO Information / About Us

Old Folks Care House has been serving seniors since 1950. This commitment to serving others is at the heart of our philosophy and is expressed by its organizational motto: "Friendship, Love, and Truth." 5

Mission of Organization

To provide a happier, healthier and more fulfilling life experience for seniors
To provide peace of mind for our residents' loved ones
To attract and retain employees who care about making a difference in our residents' lives. 6

Figure 2.2 NPO Setup Info

- 3) This page ([Figure 2.2](#)) is used to setup organization information for the public to view.
- 4) Enter **Short Description** about the NPO. Give brief explanation on what's the purpose of NPO and NPO's size. (max 200 characters)
- 5) Enter **NPO Information / About Us**. Give brief information such as NPO's inception date, the founder, and history background.
- 6) Enter **Mission of Organization**. Share the reason why your NPO is setup to achieve.

Attachment file types : .jpg .jpeg .png (Size limit: 1 MB)

Attachment for About Us 640 (Width) X 640 (Height)

Select files...

Attachment for Logo 80 (Width) X 100 (Height)

Select files...

Attachment for Preview Picture 640 (Width) X 480 (Height)

Select files...

Save & Next

Figure 2.3 NPO Setup About Us image

- 7) Select an image attachment (.jpg .jpeg .png [size limit 1mb]), (suggest to use image resolution of about 150 DPI to 300 DPI), 640 (W) pixels X 640 (H) pixels for **About Us**. DPI is Dot Per Inch, the idea is it is not necessary to upload very high resolution, or large image size). The dimension and sizing are merely a guideline to assist you to choose a picture that suits the webpage. System will auto scale the picture with its best effort. Example of the image location once uploaded ([Figure 2.3a](#)):

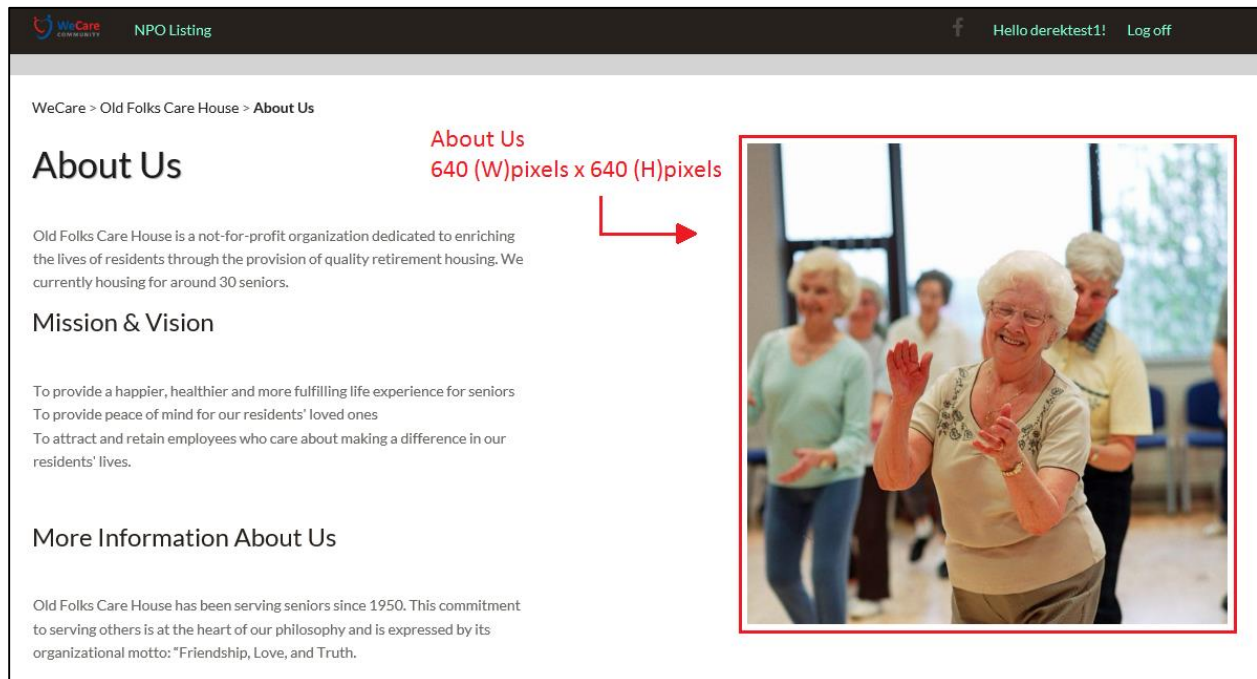


Figure 2.3a NPO Setup About Us image location

- 8) Select an image attachment (.jpg .jpeg .png [size limit 1mb]), (suggest to use image resolution of about 150 DPI to 300 DPI), 80 (W)pixels X 100 (H)pixels for **Logo**.

Attachment file types : jpg , jpeg , png (Size limit: 1 MB)

Attachment for About Us 640 (Width) X 640 (Height)

Select files...

Attachment for Logo 80 (Width) X 100 (Height)

Select files...

Attachment for Preview Picture 640 (Width) X 480 (Height)

Select files...

Save & Next

A yellow circle with the number 8 and an arrow points to the 'Select files...' button for the Logo attachment.

Figure 2.4 NPO Setup Logo image

Example of the image location once uploaded ([Figure 2.4a](#)):

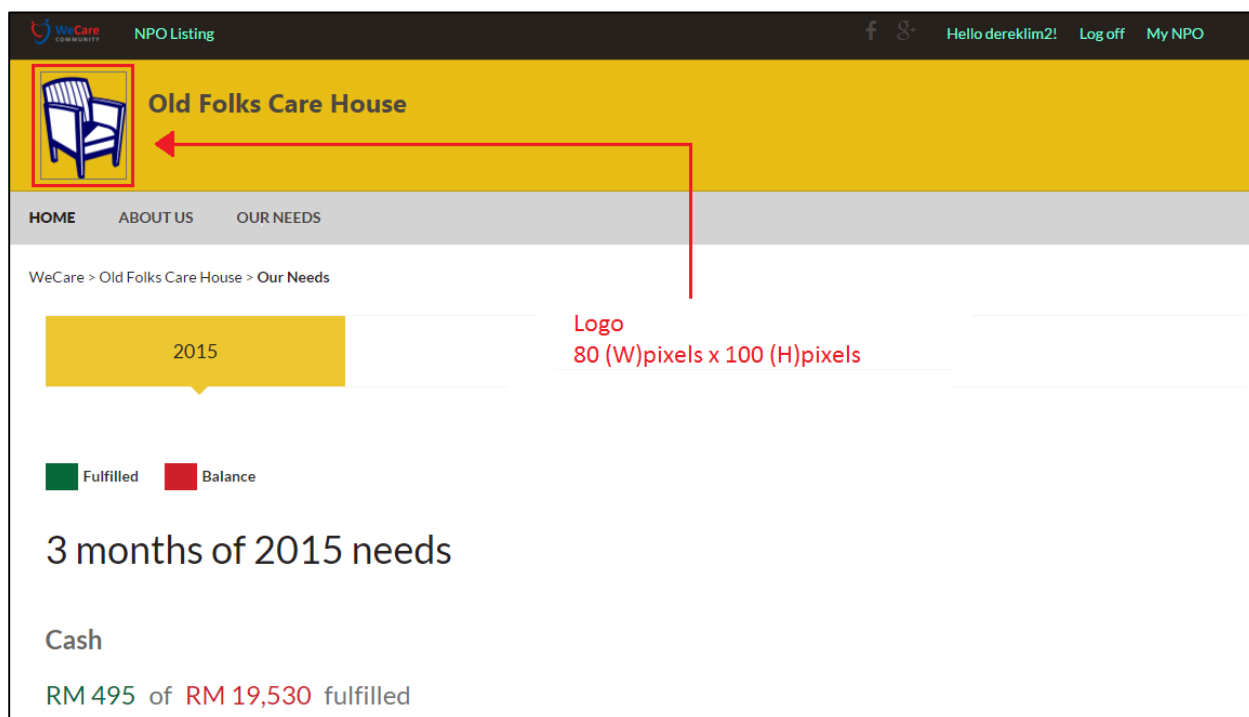


Figure 2.4a NPO Setup Logo image Location

- 9) Select an image attachment (.jpg .jpeg .png [size limit 1mb]), (suggest to use image resolution of about 150 DPI to 300 DPI) , 640 (W)pixels X 480 (H)pixels for **Preview Picture**.

Attachment file types : .jpg , .jpeg , .png (Size limit: 1 MB)

Attachment for About Us 640 (Width) X 640 (Height)

Select files...

Attachment for Logo 80 (Width) X 100 (Height)

Select files...

Attachment for Preview Picture 640 (Width) X 480 (Height)

Select files...

Save & Next

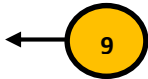


Figure 2.5 NPO Setup Preview Picture image

Example of the image location once uploaded ([Figure 2.5a](#)):

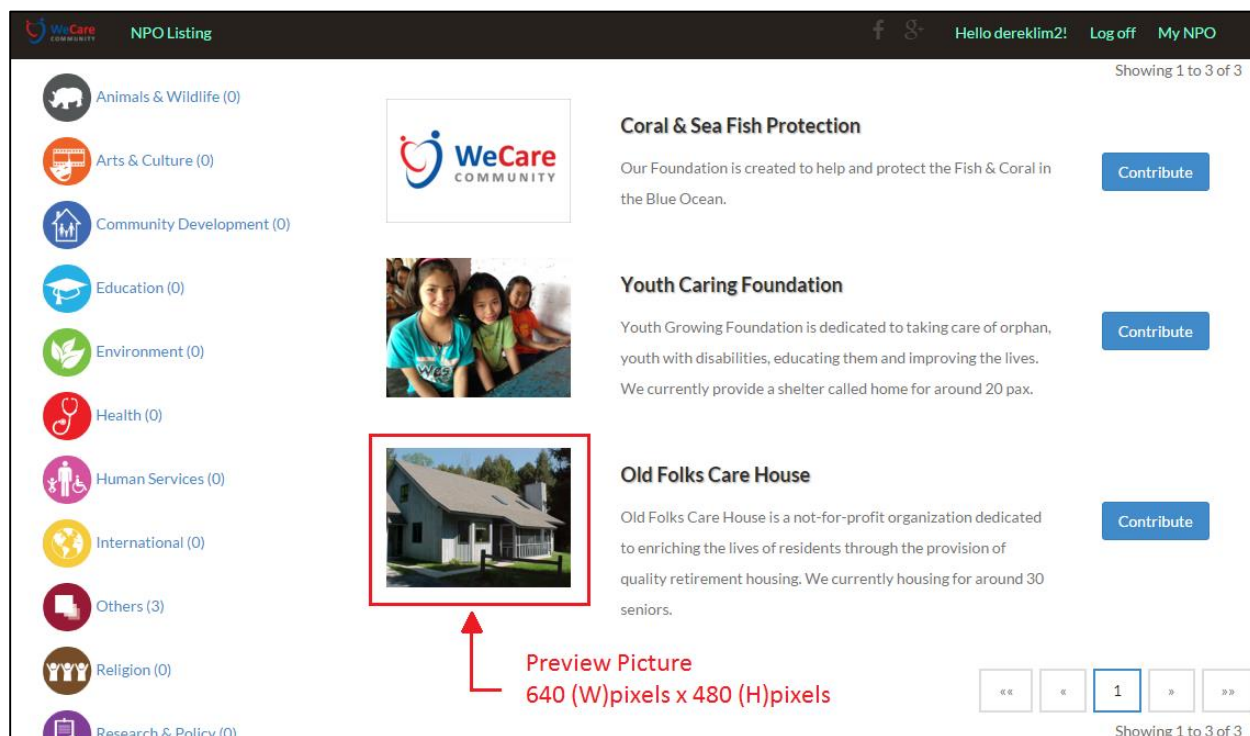


Figure 2.5a NPO Setup Logo image Location

Attachment file types : jpg , jpeg , png (Size limit: 1 MB)

Attachment for About Us 640 (Width) X 640 (Height)

Select files...

Attachment for Logo 80 (Width) X 100 (Height)

Select files...

Attachment for Preview Picture 640 (Width) X 480 (Height)

Select files...

Save & Next




Figure 2.6 NPO Setup Info

- 10) Click **"Save & Next"** to save and advance to the next page (Organization).

Step 3: NPO Setup Organization

11) This page ([Figure 2.7](#)) is used to setup organization details and contact information.

WeCare > Old Folks Care House > Npo Setup

Info Organization Banking Social

Organization Name*

Old Folks Care House

Registration No(Max 20 characters)*

11223456D

Category*

Health × International × Environment ×

Country*

Malaysia ▼

State*

Selangor ▼

City/Town*

Petaling Jaya ▼

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Figure 2.7 NPO Setup Organization

12) Enter NPO **Registration No.** and select **NPO Category**. Examples of **NPO Category** to choose are illustrated in the table following ([Table 2.8](#)). Please note that NPO can choose the closest category that best describe the charitable cause. NPO can select more than 1 **NPO Category**.

NPO Category	Brief Description
Animal & Wildlife	NPO dedicated to protecting animals and the natural habitat. Animal could be any life form (like insects and plants), stray animal or wildlife.
Arts & Culture	NPO dedicated to preserve and commemorate the events, places, and cultures of our society. Examples are preserving heritage and culture, promoting arts.
Community Development	NPO that involves in activities to provide programs, offer services and engage in other activities that promote and support community development. Example are like providing clean water supply, construct a bridge, rebuilding home after natural disaster. Fighting poverty is also a community effort.
Education	NPO that promotes learning and intellectual development for all age levels, from preschool to post graduate. Training for non-schooling group is also under this category.
Environment	NPO dedicates to recover and maintain natural resources and to beautifying the world around us.
Health	NPO that are concerned with the healthcare and wellness. The services can be awareness, prevention, treatment and promotion of well-being.
Human Services	NPO that are committed to improve the overall quality of life of service populations by addressing the important issues such as food, shelter, education, and job training for the needy. The beneficiaries are like children, youth, disabled, underprivileged, senior citizen etc.
International	NPO that focus their operation outside Malaysia such as human rights, disaster relief and international peace.
Others	NPO that are not classified or doesn't fit any other categories.
Religion	NPO that comprises of worship of religion or faith-based organization.
Research and Policy	NPO that focus on social study research and policy in area of civil right and civil liberties, in the interest of the public.

Table 2.8 NPO Category Description

WeCare > Old Folks Care House > Npo Setup

Info Organization Banking Social

Organization Name*

Old Folks Care House

Registration No(Max 20 characters)*

11223456D

Category*

Health × International × Environment ×

Country*

Malaysia ▼

State*

Selangor ▼

City/Town*

Petaling Jaya ▼

13

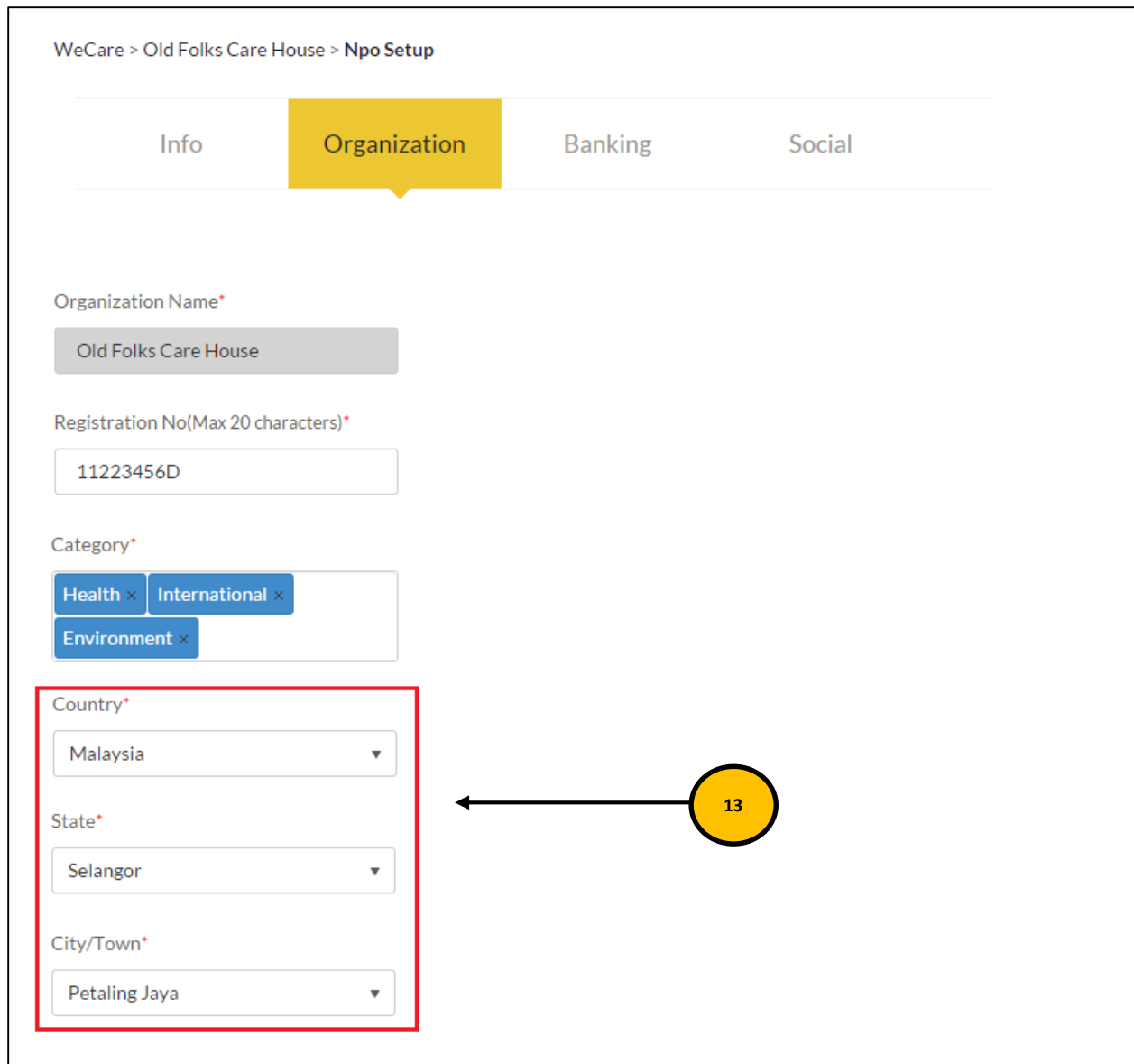


Figure 2.9 NPO Setup Organization

- 13) **Country, State, City/Town** for the Organization is auto populated from user login account. You may change or update this information.

The screenshot shows a web form for NPO Setup Organization. It includes several input fields and a 'Save & Next' button. Numbered callouts (14-18) point to specific elements:

- 14** points to the 'Official Email' field containing 'derek@v-work.net'.
- 15** points to the 'Provide Receipt?' section, which has three radio button options: 'Yes, with tax exemption', 'Yes, without tax exemption', and 'No receipt provided' (which is selected).
- 16** points to the 'Upload Document' section, which includes a link 'here' and text 'Click here to view NPO registration options and to download the required forms'.
- 17** points to the 'Select files...' button.
- 18** points to the 'Save & Next' button.

Other visible text includes 'Official Email*', 'Contact Person*', 'Official Phone*', 'Attachment file types : jpg , jpeg , png , pdf , zip (Total size limit: 10 MB)', and 'derek@v-work.net', 'Derek Lim', '6012345678'.

Figure 2.10 NPO Setup Organization

- 14) **Official Email, Contact Person, and Official Phone** is auto populated from user login account. You may change or update this information.
- 15) Tick either **Receipt provided with tax exemption, Receipt provided without tax exemption** or **No Receipt provided** according to your NPO receipting policy.
- 16) You can view NPO registration options and **download the required forms** by clicking on “here”.
- 17) Please upload NPO required documents by clicking on the “**Select files**”. You can upload multiple attachments, file types allowed: jpg , jpeg , png , pdf , zip (Total Size limit: 10 MB)
- 18) Click “**Save & Next**” to save and advance to the next page (Banking).

Step 4: NPO Setup Banking

19) This page ([Figure 2.11](#)) is used to setup organization banking information.

WeCare > Old Folks Care House > Npo Setup

Info Organization **Banking** Social

Account Holder Name*

Bank*

Please Select ▼

Account Number*

Swift Code

Branch Location

Email

Save & Next

20

21

Figure 2.11 NPO Setup Banking

- 20) Enter NPO's Banking information such as **Account Holder Name**, **Bank**, and **Account Number**. **Swift Code** will auto populate once **Bank** is selected.
- 21) Click "**Save & Next**" to save and advance to the next page (Social).

Step 5: NPO Setup Social

WeCare > Old Folks Care House > Npo Setup

Info Organization Banking Social

Facebook Page

YouTube Channel

Twitter

Google Plus

Website

Save Submit for Approval

Figure 2.12 NPO Setup Social

- 22) This page ([Figure 2.12](#)) is used to maintain the social media information for the NPO. It will be shown in NPO Home Page for public to view.
- 23) Enter the URL link for the NPO **Facebook Page**, **Youtube Channel**, **Twitter**, **Google Plus**, and **Website**. You can leave these fields blank if NPO does not have other web or social presence for now. It can be added in the future.
E.g. www.facebook.com/wecarecommunityberhad/

Step 6: Submit NPO Setup

WeCare > Old Folks Care House > Npo Setup

Info Organization Banking **Social**

Facebook Page

YouTube Channel

Twitter

Google Plus

Website

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Figure 2.13 Publish NPO Setup

- 24) Click on the “**Submit for Approval**” button at the bottom end to submit the NPO. This will submit the application to WeCare Community for approval. The mandatory requirement is official and valid registration with the registrar office.
- 25) You will be redirect to a submitted successful page.

- 26) The NPO Setup approval process may take up to 2 working days.
- 27) Once the NPO have been approved or declined, your registered email will receive a confirmation email.
- 28) Approved NPO will be displayed inside **NPO listing**.

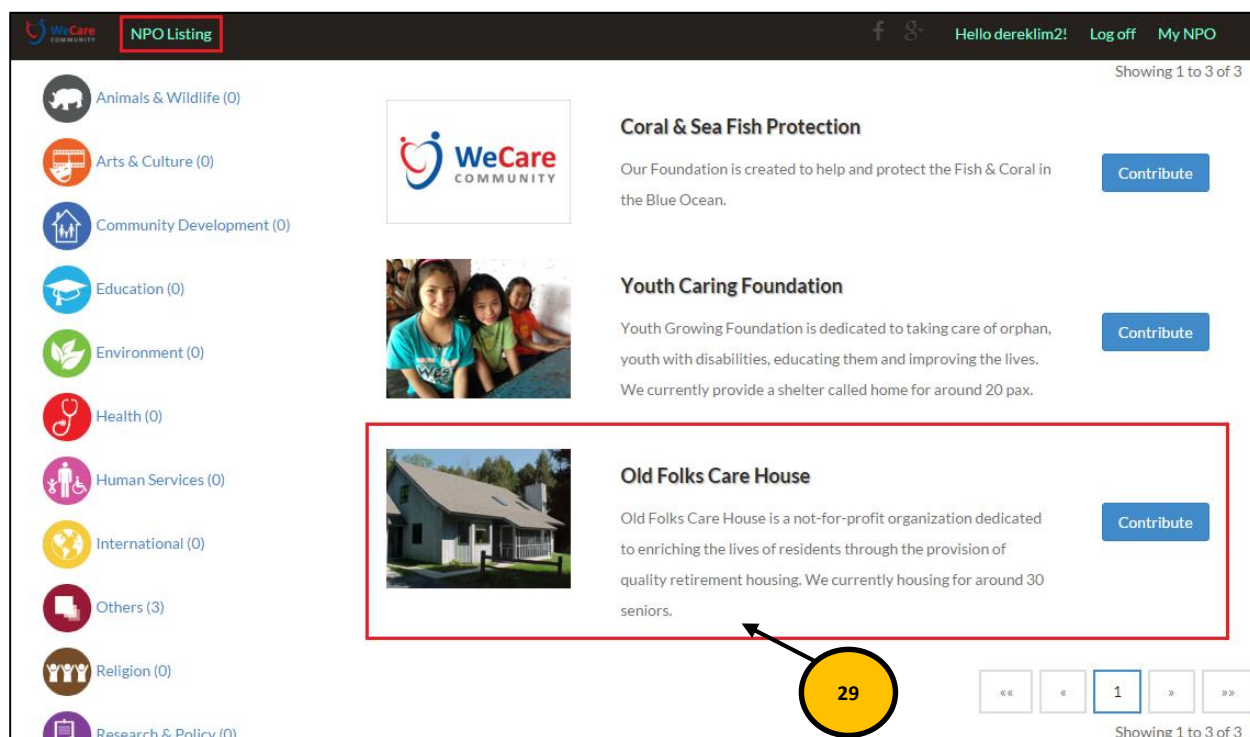


Figure 2.14 Publish NPO Setup

- 29) Public will be able to view the **NPO details** by clicking on the NPO.
- 30) In the event your NPO registration has been declined, it is likely that you need to submit more information. WeCare Community shall contact you if additional information is required. You can also email to WeCare for any enquiry enquiry@wecarecommunity.com

PART 3: NPO NEEDS SETUP

Step 1: NPO Needs Setup Navigation

- 1) The prerequisites for this [Part 3 \(NPO Need Setup\)](#) is by completing [Part 1 \(NPO Registration\)](#), [Part 2 \(NPO Setup\)](#), and NPO had been approved by WeCare Community.
- 2) Go to **My NPO** and select **NPO Needs Setup** as shown in [Figure 3.1](#).



Figure 3.1 NPO Need Setup Navigation

Step 2: NPO Needs Setup

3) The table below ([Table 3.2](#)) shows Needs Category and Sub-Category. Needs listing is designed to help NPO to classify the needs in more transparent manner so that contributors can:

- Focus on the category plus the charitable cause of the NPO with greater interest and passion
- Monitor which sub-category is still lacking behind the fulfillment progress, and then decide to donate in cash or in-kind

Mode of Donation			Category	Sub-Category	Examples
Donation in Cash	Donation in Kind	Volunteer Services			
Y (default)			Operation	General	“WeCare Donation Bundle” is the default donation in cash to support NPO without online banking account registered with the payment gateway
Y			Operation	Expenditure	Logistic, transportation, event expenses etc. This are one-time expenses. This can also be research project, survey, awareness campaign cost, or outsourced services.
Y			Operation	Beneficiary Expenses	Beneficiary support cost, e.g. \$500/pax for welfare home
Y			Operation	Operation Overhead	Admin cost to run day to day NPO activities, salary, utilities. This is recurring expenses
Y	Y		Education & Growth	Empowering	Sponsoring NPO to open e-commerce merchant account, micro-financing to start a business, medical research to find a cure for cancer etc.
Y	Y		Education & Growth	Schooling	Funding to support study cost
Y	Y		Education & Growth	Training	Training courses, skill development
Y	Y		Education & Growth	Goods	Sponsoring a food truck, sowing machine, books , seeds etc.
Y	Y		Food	Food	Perishable food, non-perishable food etc.
Y	Y		Healthcare	Prevention	Sanitation, water treatment, health check etc.
Y	Y		Healthcare	Treatment	Surgery, medical treatment, medicine etc.

Mode of Donation			Category	Sub-Category	Examples
Y	Y		Healthcare	Wellness	Wellbeing of beneficiary, e.g. outing and social event, seasonal gift, movie ticket
Y	Y		Healthcare	Goods	Medicine, sanitation consumable, clean water supply equipment etc.
Y	Y		Shelter	Facilities	Construction, renovation of building, renting or purchasing of property, furnishing etc.
Y	Y		Shelter	Clothing	Uniform, clothing, outfitting
Y	Y		Shelter	Goods	Computer, power generator, vehicle, Candle, disposable items
		Y	Volunteer	One-off	Drive a truck to delivery relief aids
		Y	Volunteer	Recurring	Teaching basic computer skill once a month

Table 3.2 Donation Type & Category

The objectives of having the donation modes, categories and sub-categories are for future analysis. The contribution statistics can be shared with the community members to understand the needs and contribution.

- 4) You may refer to Part 8 Appendix, [Needs Setup Reference](#) to view explanation of each section and also to view a few sample of NPOs needs setups.

- 5) Choose a year that you wish to setup needs by clicking on the year tab.

The screenshot shows the 'WeCare > Dereknp01 > Needs Setup' page. At the top, there are two tabs: '2015' and '2016'. The '2015' tab is highlighted with a red box, and a yellow circle with the number '5' has an arrow pointing to it. Below the tabs, there are two status indicators: a green square labeled 'Fulfilled' and a red square labeled 'Balance'. The main heading is '2 months of 2015 needs'. To the right, there are three dropdown menus: 'Donation Mode:' with 'Donation In Cash' selected, 'Category:' with 'Education & Growth' selected, and 'Sub-Category:' with 'Please Select' selected. An 'Add' button is located to the right of the 'Sub-Category' dropdown.

Figure 3.3 NPO Needs Donation Type

- 6) Choose a Donation Mode for your needs as following:

- (i) **WeCare Donation Bundle (coming soon):** This is the default donation in cash to support NPO that could not meet iPay88 requirement. WeCare will act as intermediary to channel the cash donation to NPO.
 - (ii) **Donation in Cash:** Contributor can make cash donation via FPX Online Banking (Credit Card payment via Paypal is coming soon) directly to NPO once NPO registered with the payment gateway. Please refer to the transaction charges imposed by iPay88 in [Table 8.1](#).
- Note: NPO will not able to select “Donation in Cash” mode of donation if the merchant account application with Payment Gateway has not been approved (or NPO chooses not to have online merchant account).
- (iii) **Donation in Kind:** Contributor can donate goods to NPO and no cash involved.
 - (iv) **Volunteer Service:** Contributor can offer volunteering service to NPO and no goods or cash involved.

The screenshot shows the 'WeCare > Dereknp01 > Needs Setup' page. At the top, there are two tabs: '2015' and '2016'. The '2016' tab is highlighted with a red box, and a yellow circle with the number '6' has an arrow pointing to it. Below the tabs, there are two status indicators: a green square labeled 'Fulfilled' and a red square labeled 'Balance'. The main heading is '12 months of 2016 needs'. To the right, there are three dropdown menus: 'Donation Mode:' with 'Donation In Cash' selected (highlighted with a red box), 'Category:' with 'Operation' selected, and 'Sub-Category:' with 'Expenditure' selected. An 'Add' button is located to the right of the 'Sub-Category' dropdown.

Figure 3.4 NPO Needs Donation Type

- 7) Select from the list of **Needs Category** best suited for your need. You may refer to [Table 3.2](#) for reference on which needs category to choose.

The screenshot shows the 'Needs Setup' interface for the year 2016. On the left, there are tabs for '2015' and '2016', with '2016' selected. Below the tabs, there are two colored squares: a green square labeled 'Fulfilled' and a red square labeled 'Balance'. The main heading is '12 months of 2016 needs'. On the right, there are three dropdown menus: 'Donation Mode:' with 'Donation In Cash' selected, 'Category:' with 'Operation' selected (highlighted with a red box), and 'Sub-Category:' with 'Expenditure' selected. A blue 'Add' button is to the right of the 'Sub-Category' dropdown. A yellow circle with the number '7' is positioned above the 'Category' dropdown, with an arrow pointing to the 'Operation' option.

Figure 3.5 NPO Needs Setup Category

- 8) Select from the list of **Needs Sub-Category** best suited for your need and press the **Add** button. You may refer to [Table 3.2](#) for reference on which needs sub-category to choose.

The screenshot shows the 'Needs Setup' interface for the year 2016, similar to Figure 3.5. The 'Category' dropdown is still set to 'Operation'. The 'Sub-Category' dropdown is now highlighted with a red box and contains the option 'Expenditure'. A yellow circle with the number '8' is positioned below the 'Sub-Category' dropdown, with an arrow pointing to the 'Expenditure' option. The 'Add' button remains visible to the right.

Figure 3.6 NPO Needs Setup Sub-Category

Donation In Cash

Food

RM 0 of RM 100 fulfilled

⊕ Add ⊙ Save changes ⊗ Cancel changes

Food

Qty	\$/UOM	Fulfilled	Committed	Needs
1	100	0	0	100

1 - 1 of 1 items

Figure 3.7 NPO Need Details Setup

- 9) Click **"Add"** button.
- 10) Fill in the **Needs Description**. Make the description as specific as possible along with unit of measurement.
E.g:
"Children clothes - 4 - 8 year old (set)"
"Children school bag (unit)"
"Volunteer with nursing or medical background (person/month)"
- 11) Select the **Qty (Quantity)** and **\$/UOM (Price per unit)**.
- 12) **Needs** will auto calculated once **Qty** and **\$/UOM** filled in.
- 13) You may proceed to **create another Needs** or click **"Save changes"** button to finalize. Public will now able to view your organization needs and make contribution.
- 14) You may refer to Part 7 Appendix, [Needs Setup Reference](#) to view explanation of each section and also to view a few sample of NPOs needs setups.

PART 4: NPO DONATION

Step 1: NPO Donation Navigation

- 1) **Once** you've completed [Part 3 NPO Needs Setup](#). You can view all contributions made to your NPOI on the NPO Donation Page. NPO contact will receive email notification from WeCare regarding any contribution. Payment gateway will also email cash payment transaction to you. Go to **My NPO** and select **Donation**.

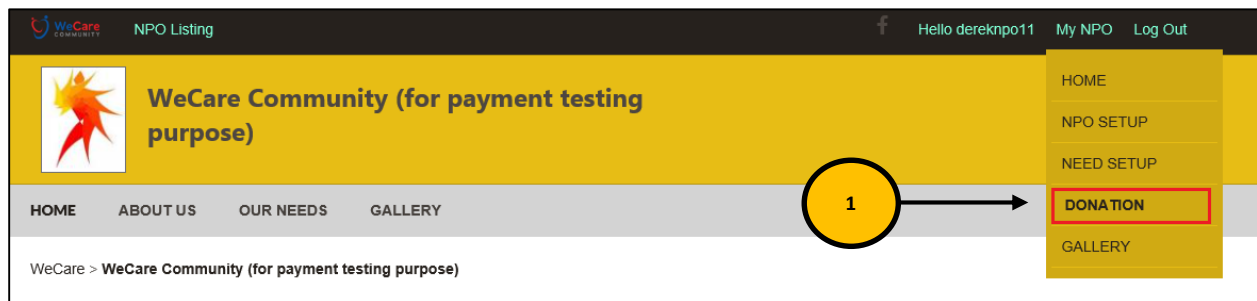


Figure 4.1 NPO Donation Navigation

Step 2: Check Donation in Cash received

WeCare Community (for payment testing purpose)

HOME ABOUT US OUR NEEDS GALLERY

WeCare > WeCare Community (for payment testing purpose) > Donations

This Week This Month Custom Start Date : 22-Nov-2015 to : 28-Nov-2015 Search

Donation In Cash Donation In Kind Volunteer Services

Cash

Date	Donor	Description	Amount (\$)	Recurring	Total Amount (\$)
26-Nov-2015	Kent Liaw	Daily Meals (monthly) 2015	50	One Time	50
26-Nov-2015	Kent Liaw	Daily Meals (monthly) 2015	10	One Time	10

10 items per page 1 - 2 of 2 items

Figure 4.2 NPO Donation – Donation in Cash

- 2) In Donation page, you can check the donation you've received from contributors.
- 3) You may filter the donation by date period, either by This Week, This Month, or Custom Date. Note that both failed and successful contributions are shown in the Donation.
- 4) You can also filter by types of donations by clicking the on tab. By default, system will show Donation in Cash. Click on Donation In Kind or Volunteer Services to view the respective contributions.
- 5) You can check on the date donated and donation amount in cash.

Step 3: Check Donation in Kind received

WeCare Community allows NPO to define need for goods. The goods receipt function enables NPOs to update the quantity of goods received. Once the goods had been received, committed quantity will be reflected as fulfilled quantity. In the event any committed quantity is not fulfilled, NPO can close the committed line item. The cancellation will update the needed quantity correctly.

WeCare Community (for payment testing purpose)

HOME ABOUT US OUR NEEDS GALLERY

WeCare > WeCare Community (for payment testing purpose) > Donations

This Week This Month Custom Start Date : 22-Nov-2015 to : 28-Nov-2015 Search

Donation In Cash **Donation In Kind** Volunteer Services

Donation In Kind

Date	Donor	Description	Quantity	Received Quantity	Est. Delivery Date	Status	Action
26-Nov-2015	derek test5	DIK-Healthcare-Goods	4	0	09-Dec-2015	Open	Update Close
26-Nov-2015	derek test5	DIK-Healthcare-Goods	2	1	20-Jan-2016	Closed	

10 items per page 1 - 2 of 2 items

Figure 4.3 NPO Donation – Donation in Kind

- 6) Click on the “**Donation in Kind**” tab to view the goods donated by contributors. Here you can see a list of goods that were committed by the contributors but pending NPO receipt confirmation. You can check the contributor’s username, goods quantity & estimated delivery date.
- 7) Once you received the goods from contributors, you can fill in the “**Quantity Received**”.
- 8) Click “**Update**” button to save. System will update the received quantity from committed quantity to fulfilled quantity.
- 9) If there’s no longer any goods coming from the contributor, you can click on “**Close**” button to cancel the committed line item. You can no longer edit the record once closed. Any undelivered (but committed) quantity will be reset as needed quantity.

Step 4: Check Volunteer Services received

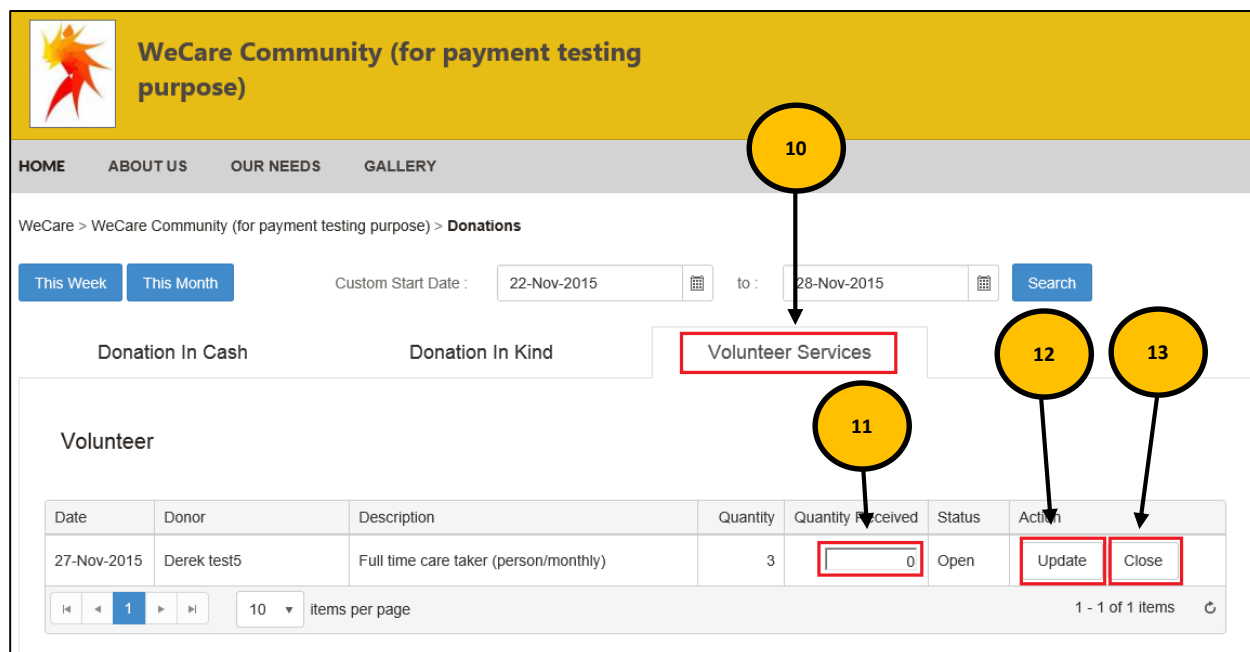


Figure 4.4 NPO Donation – Volunteer Services

- 10) Click on the **“Volunteer Services”** tab to view the volunteering offer by contributors. Here you can see a list of volunteering services that were committed by the contributors but pending NPO attendance confirmation. You can check the contributor’s username, and quantity.
- 11) Once you received the volunteer services from the contributors, you can fill in the **“Quantity Received”**.
- 12) Click **“Update”** Button to save. System will update the received quantity from committed quantity to fulfilled quantity.
- 13) If there’s no longer any volunteering from the contributor, you can click on **“Close”** button to finalize. You can no longer edit the record once closed. Any undelivered (but committed) volunteer services will be reset as needed quantity.

PART 5: NPO TIMELINE

Step 1: NPO Timeline Navigation

- 1) WeCare have Timeline function built-in for NPO to post their latest update or any happening, for the public to view and comment. Go to **My NPO** and select **Timeline**.



Figure 5.1 NPO Timeline Navigation

Step 2: Posting in Timeline

WeCare Community (for payment testing purpose)

HOME ABOUT US OUR NEEDS GALLERY

WeCare > WeCare Community (for payment testing purpose)

2 Months of 2015 RM 7,875 of RM 490,801 fulfilled

Donation In Cash

Education & Growth RM 0 of RM 1 fulfilled

Food RM 411 of RM 360,000 fulfilled

Healthcare RM 264 of RM 90,000 fulfilled

Donation In Kind

Healthcare RM 1,800 of RM 30,000 fulfilled

Volunteer Services

Volunteer RM 5,400 of RM 10,800 fulfilled

Information :
test1

Contact Person :
Derek NPO 11

Official Phone :
5345345

Email :
sdsa48@yopmail.com

Location :
Malaysia, Perlis, Kangar

Receipt :
Yes, without tax exemption

What's on your mind?

Title....

Update status....

POST

3

4

5

Figure 5.2 NPO Timeline

- 2) You can find the timeline at the bottom of your NPO Home Page.
- 3) You are free to create any topic which related to your NPO here. E.g. Current NPO happening, NPO latest update. Fill in the “Title” box.
- 4) Fill in your content in the “Update Status” box
- 5) Click on “Post” to publish it.

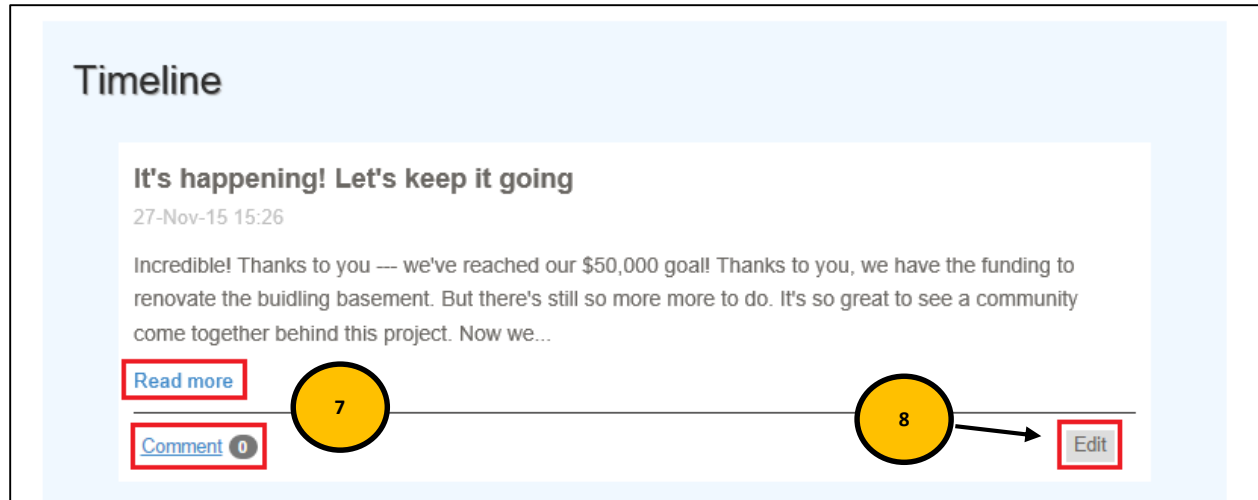


Figure 5.3 NPO Timeline Posting

- 6) Your newly created Timeline will appear at the bottom of your NPO Home Page.
- 7) You can click on the “**Read More**” or “**Comment**” button to pop out the timeline to view the full content and to comment.
- 8) You may also edit your Timeline Posting by clicking on the “**Edit**” button.

Step 3: Comment in Timeline

Please note that the Timeline posting is to be posted by NPO or by WeCare system (automated) for major milestones or announcement. Contributors can only post comments.

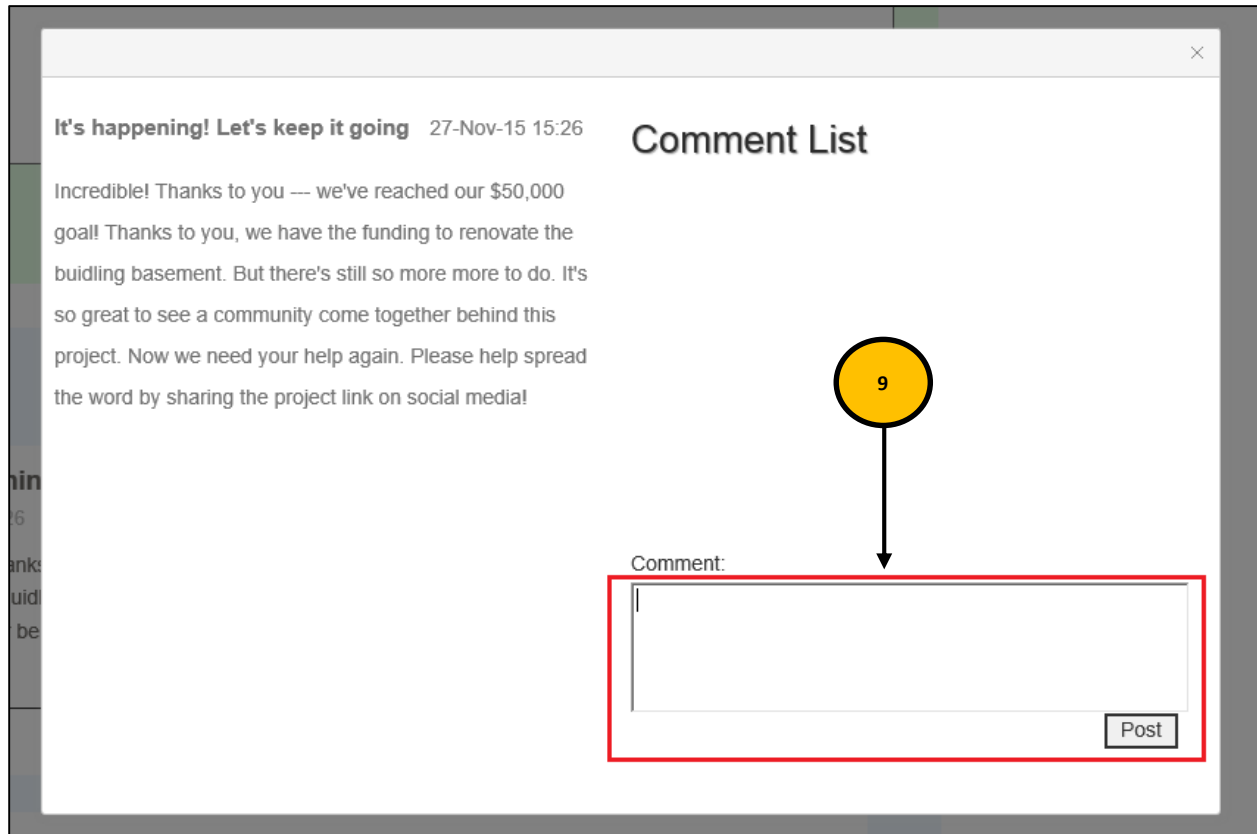


Figure 5.4 NPO Timeline comment

- 9) From the pop out, you can make a comment to the timeline.
- 10) Fill the comment box and click "**Post**" once done.

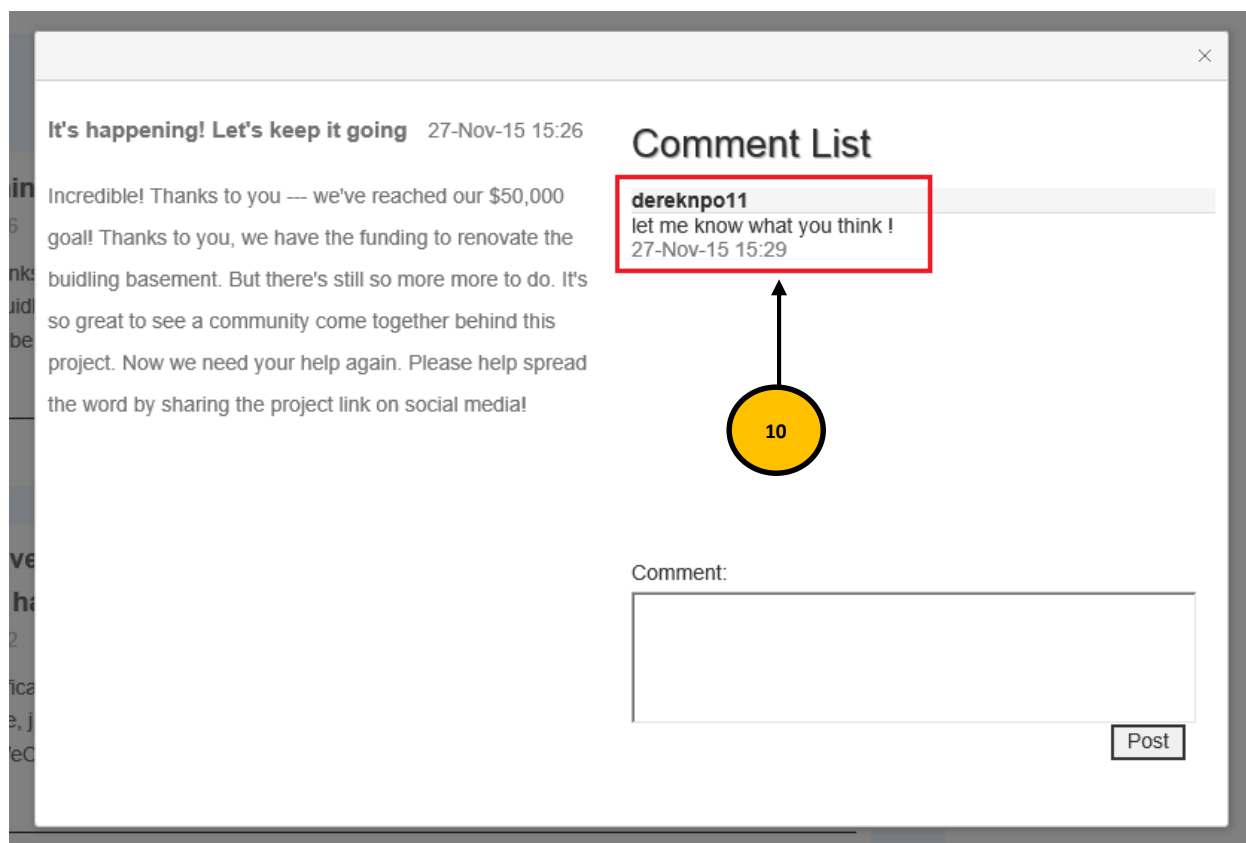


Figure 5.5 NPO Timeline comment list

- 11) Your comment will appear once posted. Public will be able to view your timeline and post comment as well.

PART 6: NPO GALLERY

Step 1: NPO Gallery Navigation

- 1) WeCare have Gallery function built-in for NPO to post images related to their NPO such as event photos, for the public to view. Go to **My NPO** and select **Gallery**.



Figure 6.1 NPO Gallery Navigation

Step 2: Create an Album

- 2) Click on “Create Album”. A pop out will appear.

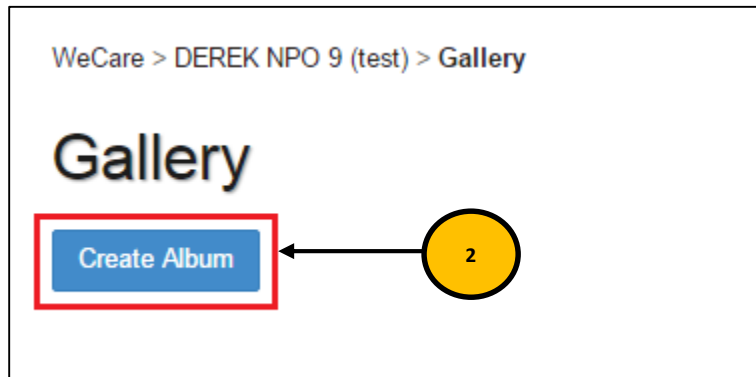


Figure 6.2 NPO Gallery - Create Album

- 3) Fill in your **Album Name** and **Album Date**. For example, you can upload pictures for New Year 2014 and 2015 into 2 albums with different date.
- 4) Once done, click “**Create Album**”.

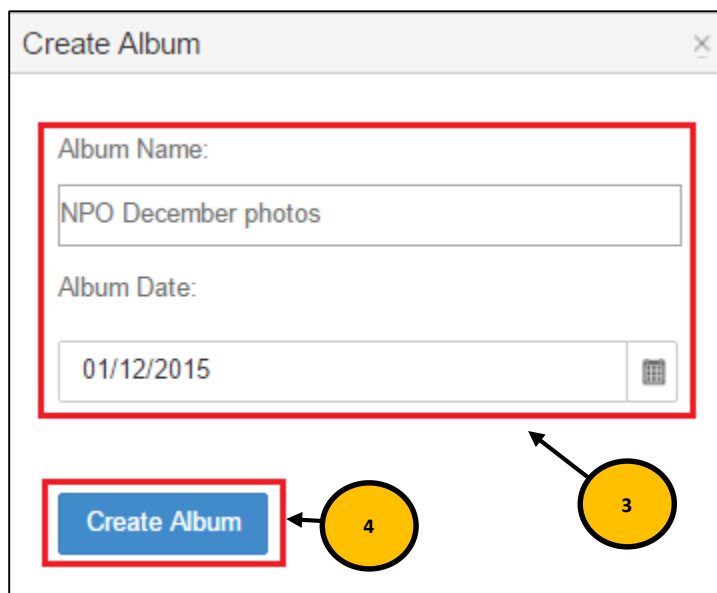


Figure 6.3 NPO Gallery - Create Album Pop out

- 5) Click on the newly created album to start uploading images.

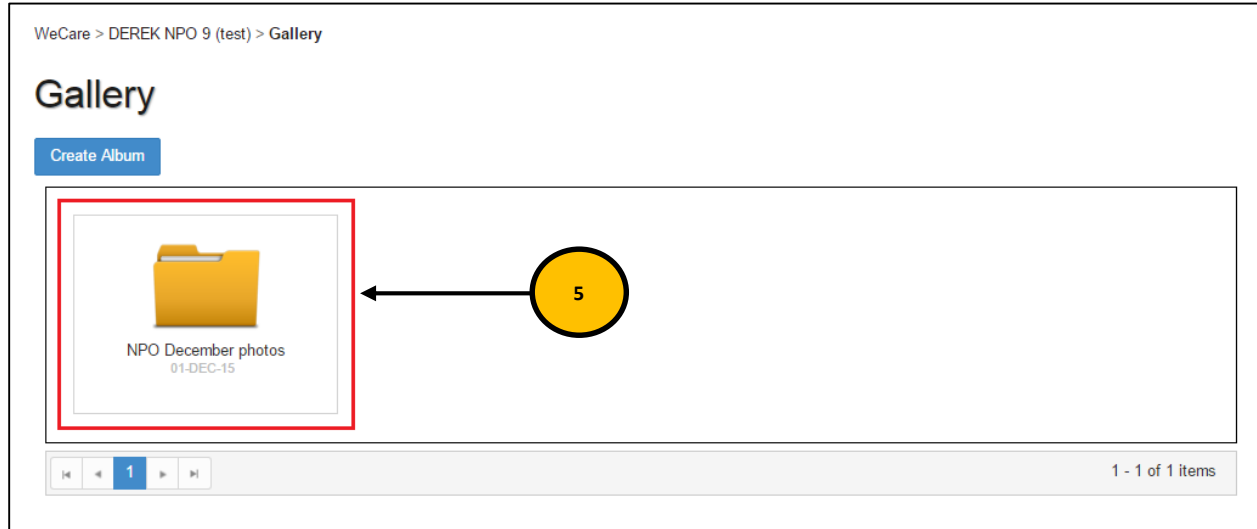


Figure 6.4 NPO Gallery - Album Created

Step 3: Upload Images in Album

- 6) Click “**Select Photos**” to upload your images. You can upload multiple image at once. File types allowed: jpg, jpeg, png. Recommended picture resolutions are around 300dpi, recommended size per image: 600 kb. The picture size recommendation is a general rule of thumb for faster viewing (faster download).

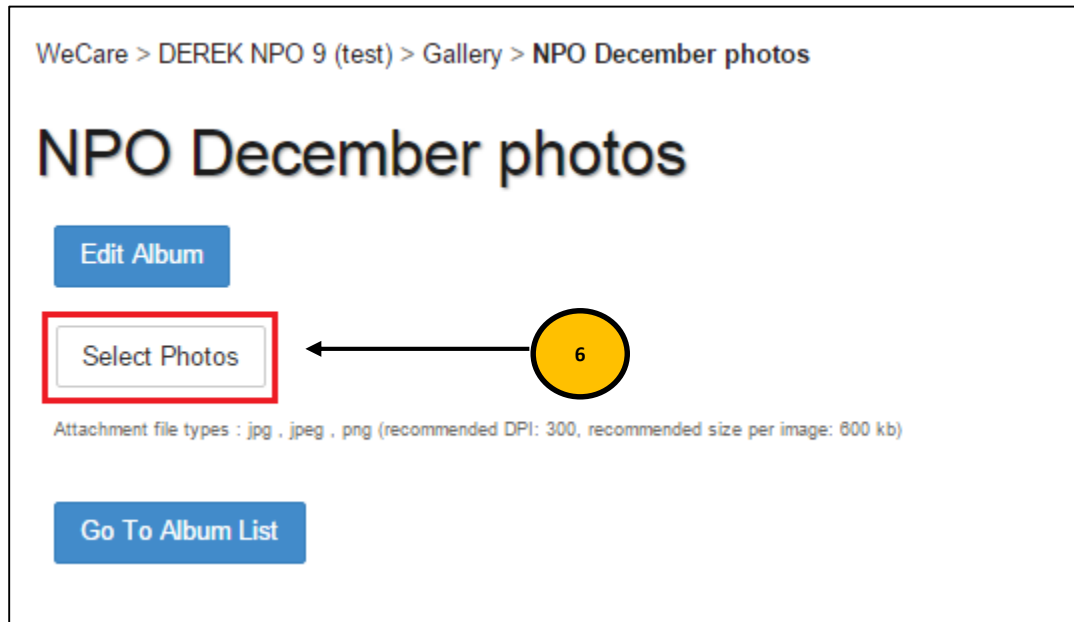


Figure 6.5 NPO Gallery – Select photos

- 7) Once selected the files, click on “**Upload**” button to upload into Gallery. You can uploaded multiple pictures.

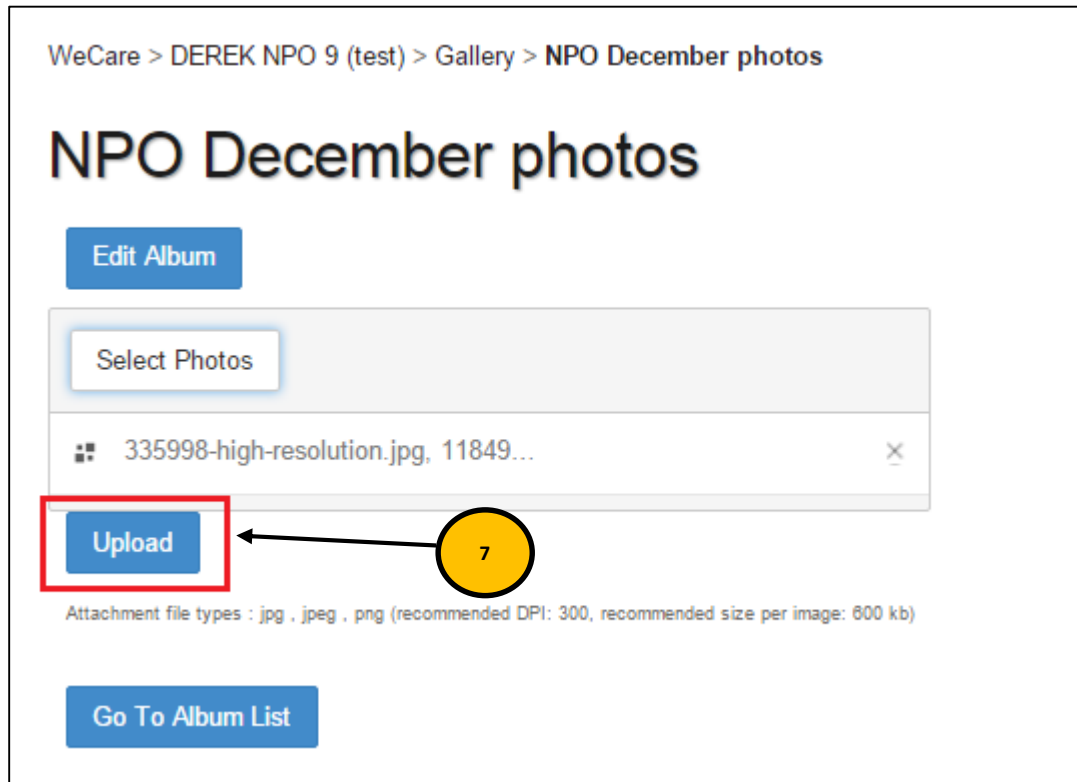


Figure 6.6 NPO Gallery – upload photos

- 8) Preview of the sample gallery will appear as below. You can enlarge the image by clicking on it. Gallery is opened for public to view.

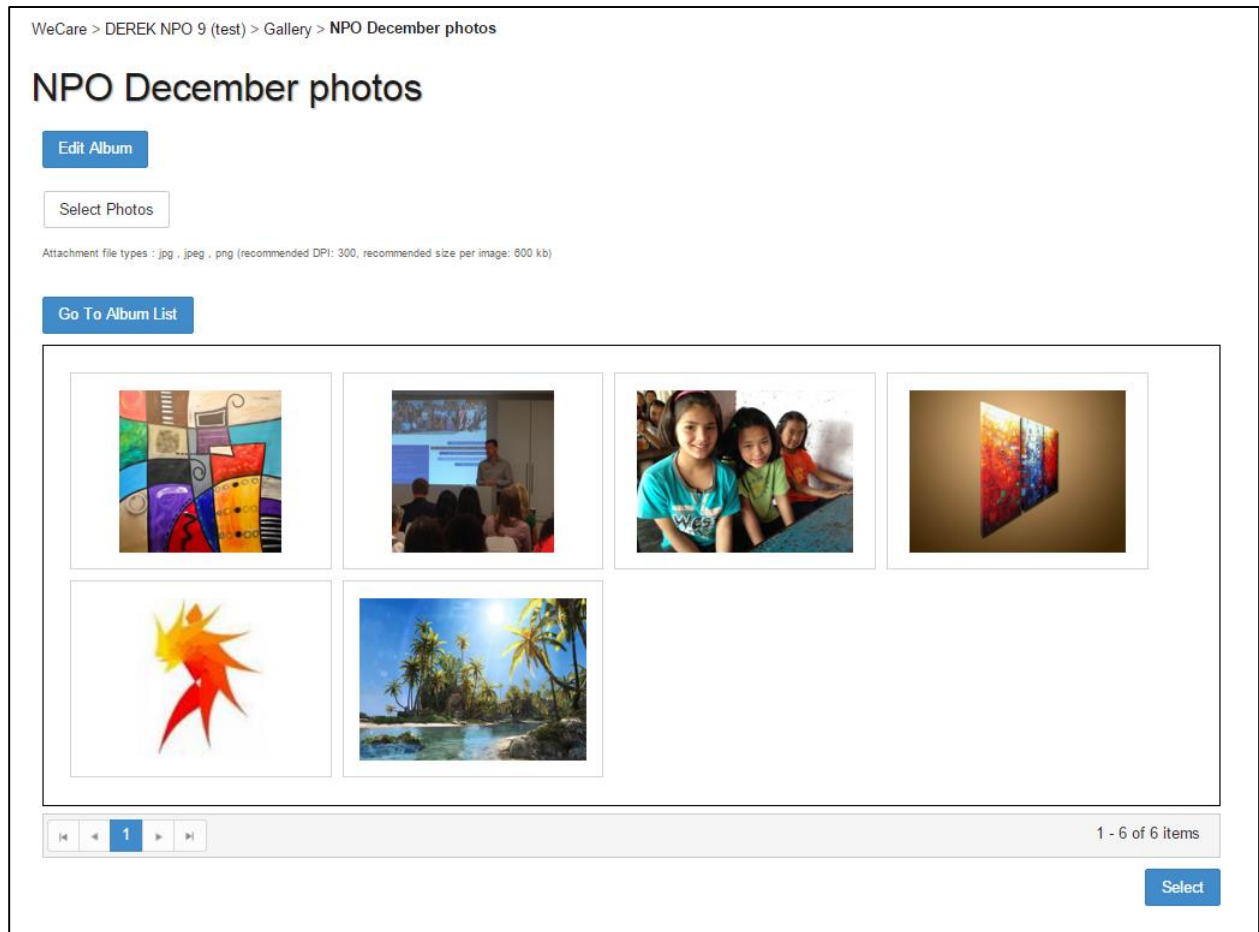


Figure 6.7 NPO Gallery sample preview

Step 4: Deleting Images

9) Click on the “**Select**” button to go to selection mode.

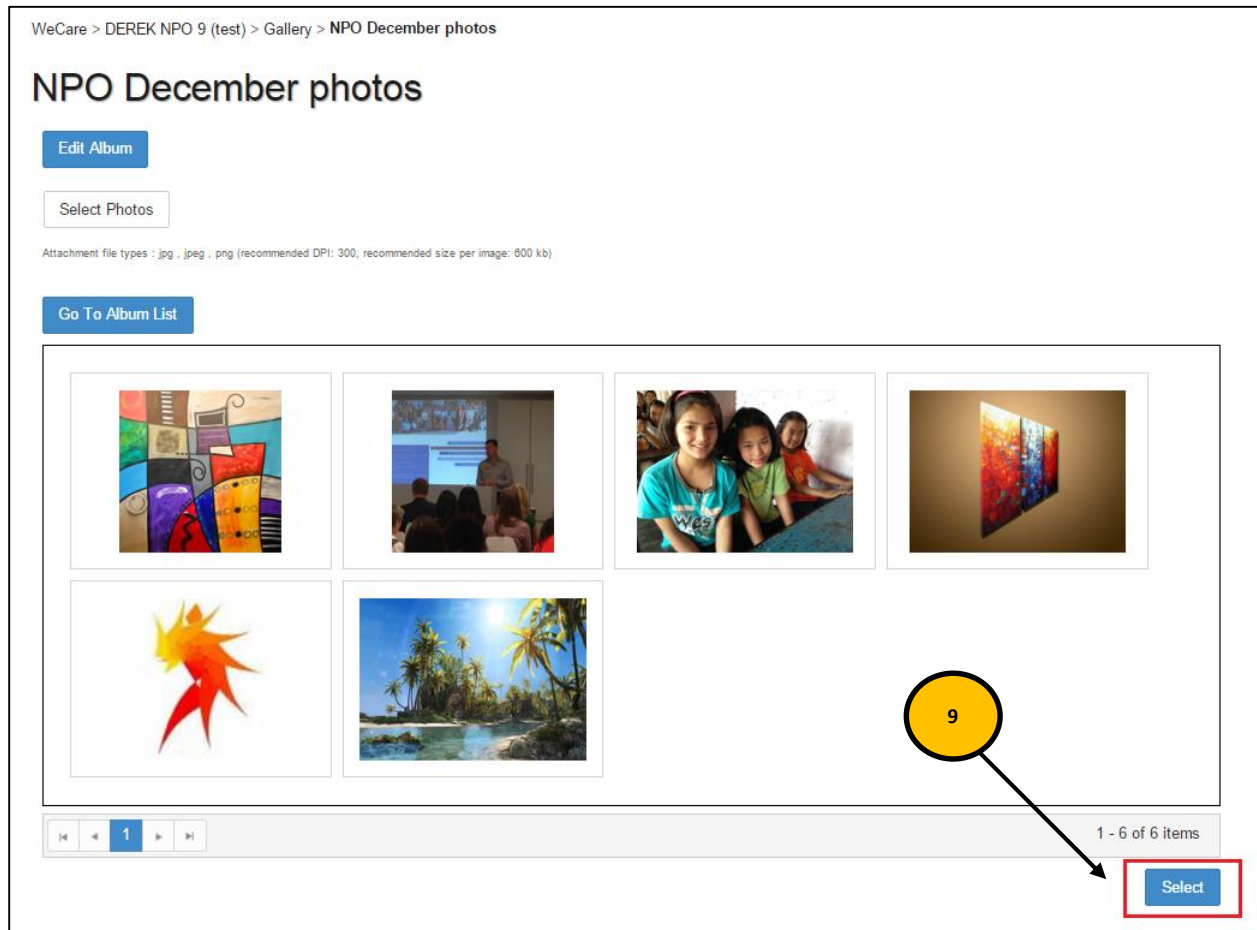


Figure 6.8 NPO Gallery Selection mode

- 10) Tick the image(s) you wish to delete.
- 11) Once finalized, click on the “Delete” button.

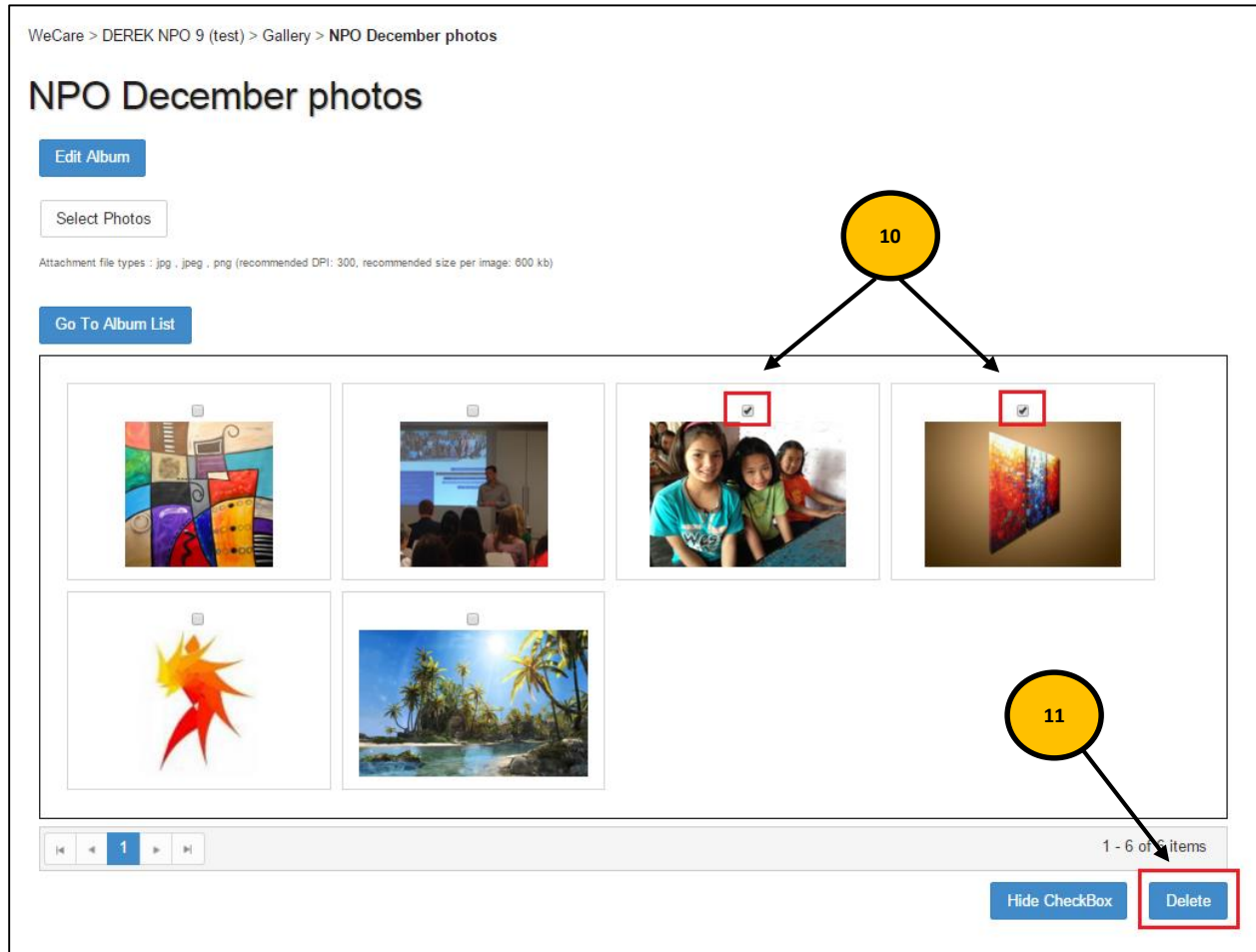


Figure 6.8 NPO Gallery delete images

PART 7: NPO CAMPAIGN

Step 1: NPO Campaign Navigation

Campaign is a platform for NPO to gather resources from online donation, donation in kind and volunteer participation. The standard NPO needs are typically design for annual operational expenditures and needs; campaigns are more time (start – end dates) specific.

- 1) Please go to “**Campaign Listing**” Page. You can view all the available campaign, organized by all NPO.



Figure 7.1 All Campaign Listing Navigation

- 2) Alternatively, you could navigate to “**My Campaign**” underneath “**My NPO**”. It will show Campaign Listing by your NPO only.

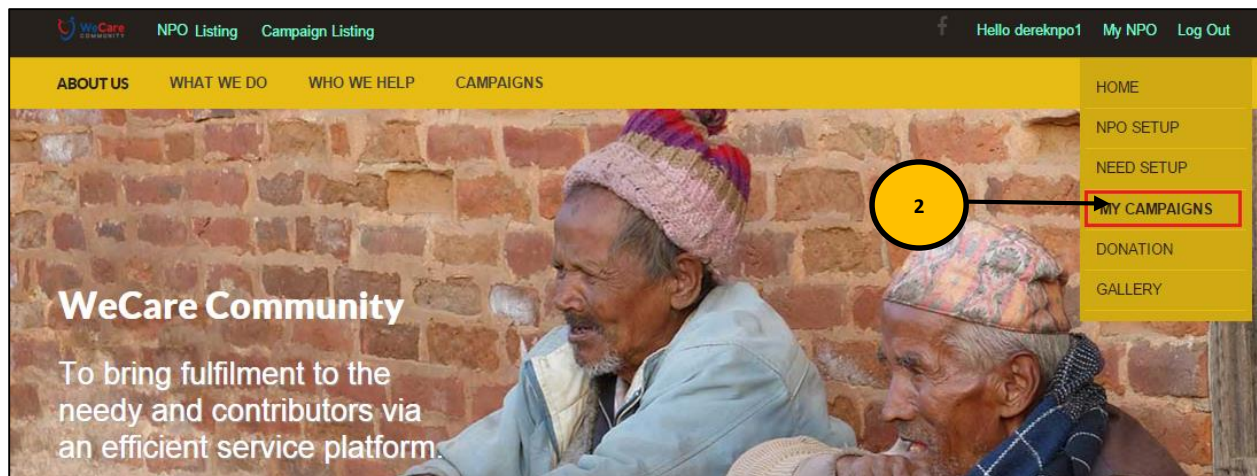


Figure 7.2 NPO Campaign Listing Navigation

Step 2: NPO Campaign Setup Information

- 3) Click on the “**New Campaign**” button to create a new Campaign

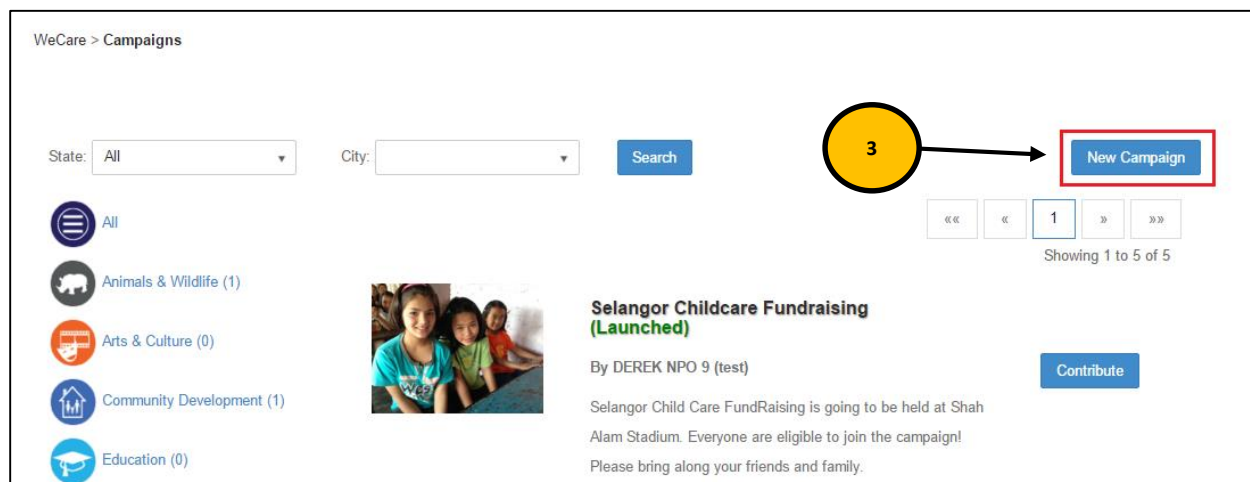


Figure 7.3 Campaign Listing

- 4) Fill in your desired **Campaign Title**.
- 5) Fill in your desired **Short URL**. Short URL is your campaign page short name or abbreviation. (e.g. www.wecarecommunity.com/Campaign/<shorturl>). The link with easy to remember short name can be useful when sharing the links on the marketing campaign.
- 6) Select a **Category** best matched with your Campaign purpose. You can choose multiple categories.

WeCare > DEREK NPO 9 (test) > Campaign Setup

Info Committee Social Needs

Campaign Title*

Selangor Childcare Fundraising

Short URL*

(your campaign short url name, for e.g. www.wecarecommunity.com/Campaign/[shorturl])

selchildfr

Status

Draft

Category*

Human Services x

Community Development x

4

5

6

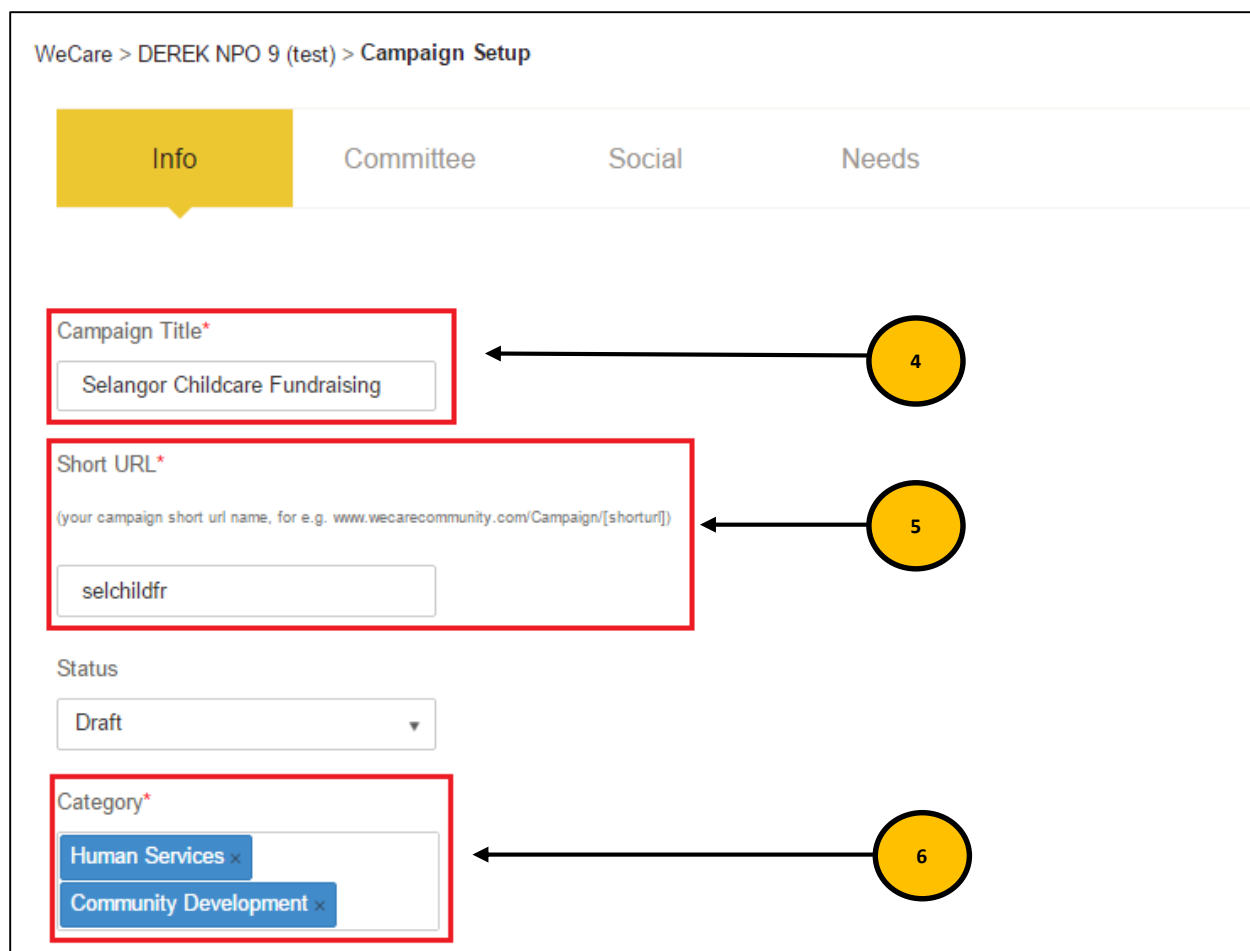


Figure 7.4 Campaign Information

- 7) Select your campaign **Start Date** and **End Date**.
- 8) Fill in the main **Contact Person name**, **Phone number**, **Email** for your campaign.
- 9) Fill in your campaign **Venue**, **State** and **City**. Venue can be online (not necessary physical location).

The image shows a web form for creating a campaign. It is divided into three main sections, each highlighted with a red border and associated with a numbered yellow circle and an arrow:

- Section 7 (Dates):** Contains 'Start Date*' with the value '29/12/2015' and 'End Date*' with the value '31/12/2015'. Both fields have calendar icons.
- Section 8 (Contact Information):** Contains 'Contact Person*' with the value 'Derek Lim', 'Phone*' with the value '0123456789', and 'Email*' with the value 'derek@wecarecommunity.com'.
- Section 9 (Location):** Contains 'Venue' with the value 'Shah Alam Stadium', 'Country' with a dropdown menu showing 'Malaysia', 'State' with a dropdown menu showing 'Selangor', and 'City' with a dropdown menu showing 'Shah Alam'.

Figure 7.5 Campaign contact, venue and time

- 10) Upload an **Attachment** for your Campaign (Optional). For example, your campaign would require participant to fill in a registration forms, or download brochure etc.
- 11) Upload a **Cover picture** (Optional). Your campaign cover picture can enhance the attractiveness to the campaign page in the Campaign Listing page.
- 12) Fill in your **Campaign Description**. Give explanation on the purpose of the campaign, who's eligible to join, things to prepare, campaign objectives, how you measure success, how the fund or goods are distributed, what are the impact of goods done etc.
- 13) Click "**Save and next**" to move to next tab (Committee).

The screenshot displays a web form for creating a campaign, divided into three main sections: Attachments, Cover Picture, and Description. Each section has a red box highlighting a specific element, with a yellow circle containing a number and an arrow pointing to it.

- Attachments:** The section title is "Attachments". Below it, the text "Attachment file types : jpg , jpeg , png , pdf , zip (Total size limit: 10 MB)" is shown. A red box highlights the "Select files..." button, with a yellow circle labeled "10" and an arrow pointing to it. Below the button, a file named "registration form.jpg" is listed with a small icon and a close button (X).
- Cover Picture:** The section title is "Cover Picture". Below it, the text "Attachment file types : jpg , jpeg , png (Size limit: 1 MB)" and "640 (W)pixels X 480 (H)pixels" is shown. A red box highlights the "Select files..." button, with a yellow circle labeled "11" and an arrow pointing to it. Below the button, a file named "banner pic.jpg" is listed with a small icon and a close button (X).
- Description:** The section title is "Description". A red box highlights the text area, with a yellow circle labeled "12" and an arrow pointing to it. The text inside the box reads: "Selangor Child Care FundRaising is going to be held at Shah Alam Stadium. Everyone are eligible to join the campaign! Please bring along your friends and family."
- Save & Next:** A red box highlights the "Save & Next" button, with a yellow circle labeled "13" and an arrow pointing to it.

Figure 7.6 Campaign attachment and description

Step 3: NPO Campaign Setup Committee

- 12) Click **"Add"** button to add a new campaign's committee members. List of committee members are often needed for larger campaign when different members are carrying out different roles. Contributors can look up the right person to contact based on roles and subject matter.
- 13) Fill in the committee member's **Name, Email** and **Phone**.
- 14) You might click the **"Add"** button to add additional campaign's committee members. Click **"Remove"** button to delete the committee member.
- 15) Once done, click **"Save changes"** button to finalize.
- 16) Click **"Next"** to move to next tab (Social).

The screenshot shows the 'Committee' tab of a campaign setup interface. At the top, there are four tabs: 'Info', 'Committee' (highlighted in yellow), 'Social', and 'Needs'. Below the tabs, there are three buttons: '+ Add' (callout 12), 'Save changes' (callout 15), and 'Cancel changes'. Below these buttons is a table with three columns: 'Name', 'Email', and 'Phone'. The table contains three rows of data: Sarah, Brandon, and Daniel. Each row has a 'Remove' button to its right. Below the table, there is a pagination bar showing '1' of 3 items. At the bottom left, there is a 'Next' button (callout 16). Callout 13 points to the first row of the table.

Name	Email	Phone	
Sarah	sarah@wecarecommunity.com	23456789	<input type="button" value="x Remove"/>
Brandon	brandon@wecarecommunity.com	34567890	<input type="button" value="x Remove"/>
Daniel	daniel@wecarecommunity.com	01234567	<input type="button" value="x Remove"/>

Figure 7.7 Campaign setup committees

Step 4: NPO Campaign Setup Social

- 17) This tab is used to maintain the social media information for your campaign. It will be shown in Campaign Profile Page for public to view.
- 18) Enter the URL link for the campaign **Facebook Page/Group, Youtube Channel, Twitter, Google Plus, and Website**. You can leave these fields blank if NPO does not have other web or social presence for now. It can be added in the future.
E.g. www.facebook.com/wecarecommunityberhad/
- 19) Click “Save and next” to move to next tab (Needs).

The screenshot shows the 'Social' tab of a campaign setup form. The tabs are 'Info', 'Committee', 'Social' (highlighted), and 'Needs'. The 'Facebook Page / Group' field is highlighted with a red box and labeled 18. The 'Save and Next' button is highlighted with a red box and labeled 19. Other fields for YouTube Channel, Twitter, Google Plus, and Website are visible but empty.

Figure 7.8 Campaign setup social

Step 5: NPO Campaign Setup Needs

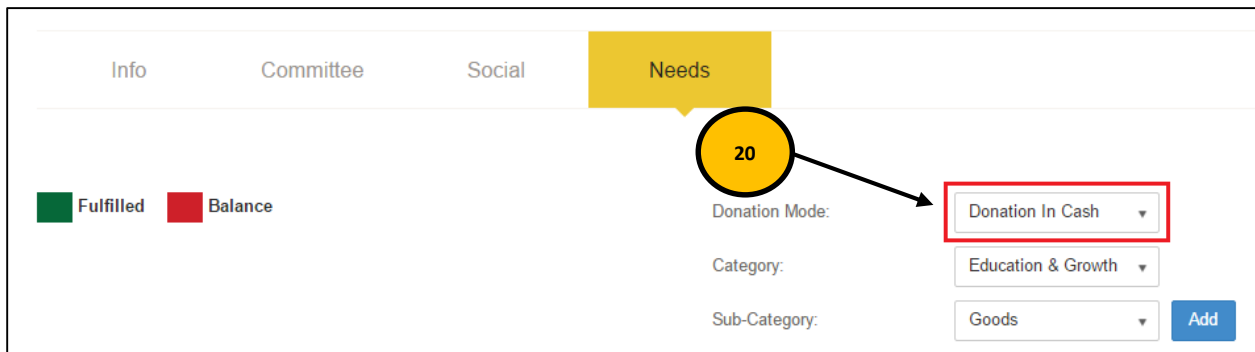
20) Choose a Donation Mode for NPO campaign needs as following:

- (i) **Donation in Cash:** Contributor can make cash donation via FPX Online Banking (Credit Card payment via Paypal is coming soon) directly to NPO campaign once NPO registered with the payment gateway. Please refer to the transaction charges imposed by iPay88 in [Table 8.1](#).

Note: NPO will not able to select “Donation in Cash” mode of donation if the merchant account application with Payment Gateway has not been approved (or NPO chooses not to have online merchant account).

- (ii) **Donation in Kind:** Contributor can donate goods to NPO campaign and no cash involved.

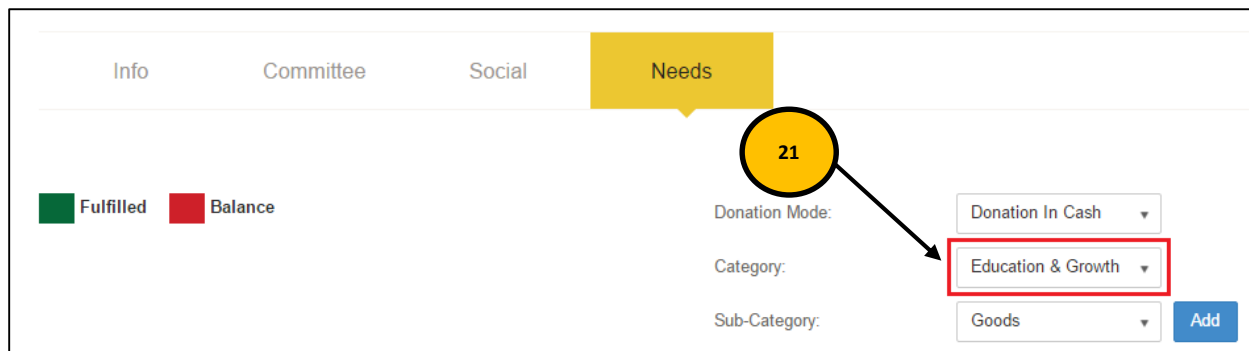
- (iii) **Volunteer Service:** Contributor can offer volunteering service to NPO campaign and no goods or cash involved.



The screenshot shows the 'Needs' tab in a web application. On the left, there are two status indicators: a green square labeled 'Fulfilled' and a red square labeled 'Balance'. The main form area has three dropdown menus: 'Donation Mode' (set to 'Donation In Cash'), 'Category' (set to 'Education & Growth'), and 'Sub-Category' (set to 'Goods'). A blue 'Add' button is located to the right of the 'Sub-Category' dropdown. A yellow circle with the number '20' inside has an arrow pointing to the 'Donation Mode' dropdown, which is also enclosed in a red rectangular box.

Figure 3.4 NPO Needs Donation Type

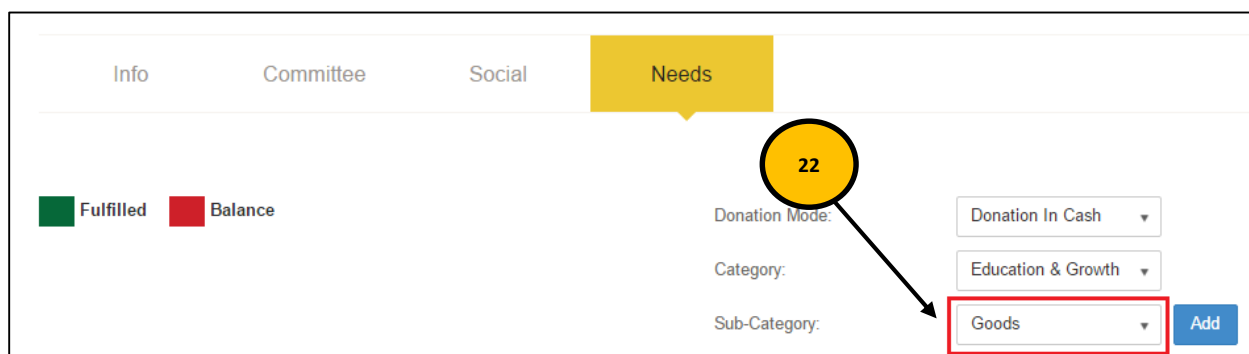
- 21) Select from the list of **Needs Category** best suited for your need. You may refer to [Table 3.2](#) for reference on which needs category to choose.



The screenshot shows the 'Needs' tab selected in the top navigation bar. On the left, there are two status indicators: a green square labeled 'Fulfilled' and a red square labeled 'Balance'. The main form area contains three dropdown menus: 'Donation Mode' (set to 'Donation In Cash'), 'Category' (set to 'Education & Growth'), and 'Sub-Category' (set to 'Goods'). A yellow circle with the number '21' and an arrow points to the 'Category' dropdown. The 'Add' button is located to the right of the 'Sub-Category' dropdown.

Figure 3.5 NPO Needs Setup Category

- 22) Select from the list of **Needs Sub-Category** best suited for your need and press the **Add** button. You may refer to [Table 3.2](#) for reference on which needs sub-category to choose.



This screenshot is identical to Figure 3.5, showing the 'Needs' setup form. However, a yellow circle with the number '22' and an arrow points to the 'Sub-Category' dropdown, which is now highlighted with a red border. The 'Add' button remains visible to the right.

Figure 3.6 NPO Needs Setup Sub-Category

Donation In Cash

Food

RM 0 of RM 100 fulfilled

⊕ Add ⊙ Save changes ⊗ Cancel changes

Food	Qty	\$/UOM	Fulfilled	Committed	Needs	
	1	100	0	0	100	× Remove

1 - 1 of 1 items

Publish

Figure 3.7 NPO Need Details Setup

- 23) Click **"Add"** button.
- 24) Fill in the **Needs Description**. Make the description as specific as possible along with unit of measurement.
E.g:
"Children clothes - 4 - 8 year old (set)"
"Children school bag (unit)"
"Volunteer with nursing or medical background (person/month)"
- 25) Select the **Qty (Quantity)** and **\$/UOM (Price per unit)**.
- 26) **Needs** will auto calculated once **Qty** and **\$/UOM** filled in.
- 27) You may proceed to **create another Needs** or click **"Save changes"** button to save.
- 28) You may refer to Part 8 Appendix, [Needs Setup Reference](#) to view explanation of each section and also to view a few sample of NPOs needs setups.
- 29) Click on the **"Publish"** button to publish the NPO Campaign. Public will now able to view your NPO campaign and make contribution.

- 30) Once published, you can **edit** your campaign information if there's any amendment. You may also **delete** the campaign, only if the needs setup is empty.
- 31) You can also post Campaign **Timeline** or upload campaign image by pressing "**Add Photos**". Please refer to [Timeline Function](#) or [Gallery Function](#) for more details.

WeCare > DEREK NPO 9 (test) > Selangor Childcare Fundraising

Selangor Childcare Fundraising

■ Fulfilled + Committed
 ■ Balance
 RM 0 of RM 1,500 fulfilled
 Donation In Cash
 Education & Growth

RM 0 of RM 1,500 fulfilled

[VIEW DETAILS](#)

What's on your mind?

Update status....

[POST](#)

31

[Add Photos](#)

[Edit](#) [Delete](#)

30

Status :
Launched

Start date :
05-Jan-2016

End date :
07-Jan-2016

Information :
Selangor Child Care FundRaising is going to be held at Shah Alam Stadium. Everyone are eligible to join the campaign! Please bring along your friends and family.

Venue :
Shah Alam Stadium

Contact Person :
Derek Lim

Official Phone :
0123456789

Email :
derek@wecarecommunity.com

Figure 3.7 NPO Need Details Setup

PART 8: APPENDIX

NPO Registration Option and Requirements

NPO can choose to register with one or both of these options:

	(A) WeCare Community	(B) Online Banking
Features	<ul style="list-style-type: none"> Support Us Donation Bundle (cash donation) Goods in-kind Volunteer services 	<ul style="list-style-type: none"> Direct donation o NPO's account from FPX registered banks, such as: <ol style="list-style-type: none"> 1) Maybank2U 2) PBeBank 3) Bank Islam 4) Hong Leong Connect 5) CIMB Clicks 6) RHB Now 7) AmOnline 8) UOB Online Include Paypal corporate account by January 2016
Option 1 = RM0	(A)	
Option 2 = RM517.28	(B)	(B)

		(A) WeCare Community	(B) Online Banking
1	Fee	Free	<ul style="list-style-type: none"> RM488.00 + 6% GST = RM517.28 Cheque / cash bank-in to Mobile88.com Sdn Bhd Provide the bank-in slip
2	Application processing timeline	<ul style="list-style-type: none"> Within 2 working days 	<ul style="list-style-type: none"> Within 2 weeks (including online payment testing)
3	Business Registration form *	Certified true copy (softcopy or hardcopy)	Certified true copy (hardcopy)
3a	Bhd / Ltd (Foundation, Limited Guarantee etc.)	<ul style="list-style-type: none"> Form 8 Form 13 (if any) Form 24 Form 49 	<ul style="list-style-type: none"> Form 8 Form 13 (if any) Form 24 Form 49 Memorandum & Articles of Associations (M&A)
3b	Society, Association	<ul style="list-style-type: none"> Form 3 (Registration Certificate issued by JPPM/ROS) 	<ul style="list-style-type: none"> Form 3 (Registration Certificate issued by JPPM/ROS) Committee Organization Chart Minutes of Meeting

		(A) WeCare Community	(B) Online Banking
4	Bank Statement		
4a	New organization	<ul style="list-style-type: none"> Bank account details 	<ul style="list-style-type: none"> Open bank account slip
4b	Existing organization	<ul style="list-style-type: none"> Bank account details 	<ul style="list-style-type: none"> 3 months bank statement
5	Director's Identification		<ul style="list-style-type: none"> Photocopied (front and back) for every director/business owner's NRIC/Passport
6	Forms to be signed and scanned		<ul style="list-style-type: none"> Payment Gateway Application Form (Form 2a) Dispute Handling Form (Form 2b) NPO merchant contract FPX (Form 2c) Signed by one director (listed in Form 49) and affix with company stamp
7	Photos	<ul style="list-style-type: none"> Images required to setup NPO webpages (recommended) 	<ul style="list-style-type: none"> Photos showing company signage, and office interior iPay88 officer may visit NPO's premise
8	Web content (if different from wecarecommunity.com)		<ul style="list-style-type: none"> Refund policy Contact Page (NPO Page) Delivery methods and timing (for e-commerce merchandize) Product / service listing page (Needs details, e-commerce merchandize)

Table 8.1 WeCare NPO Registration Option and Requirement

NPO Needs Setup Reference

WeCare > Youth Caring Home (Sample) > **Our Needs**

Needs by year: 2015 (selected), 2016

Legend: ■ Fulfilled ■ Balance

2 months of 2015 needs

Donation Mode: Donation In Cash

Needs Category: Food

RM 5,400 of RM 10,800 fulfilled

Needs Sub-Category: Food

Needs description	Qty	\$/UOM	Fulfilled(\$)	Committed(\$)	Needs(\$)
Breakfast for 20 (Pax / Month) for 2 month	40	8	0	0	320
Dinner for 20 (Pax / Month) for 2 month	40	10	0	0	400
Fresh Fruits - Apple, Orange (pcs)	100	1	0	0	100
Fresh Milk (pack)	30	7	0	0	210
Lunch for 20 (Pax / Month) for 2 month	40	10	0	0	400

1 - 5 of 5 items

Needs description: Breakfast for 20 (Pax / Month) for 2 month

Quantity Required: 40

Price per Unit of Measurement: 8

Amount donated by Contributor: 0

Amount donated by Contributor but haven't realised: 0

Remaining amount required: 320

Figure 8.2 NPO Need Details Setup

Youth Caring Home (Sample)

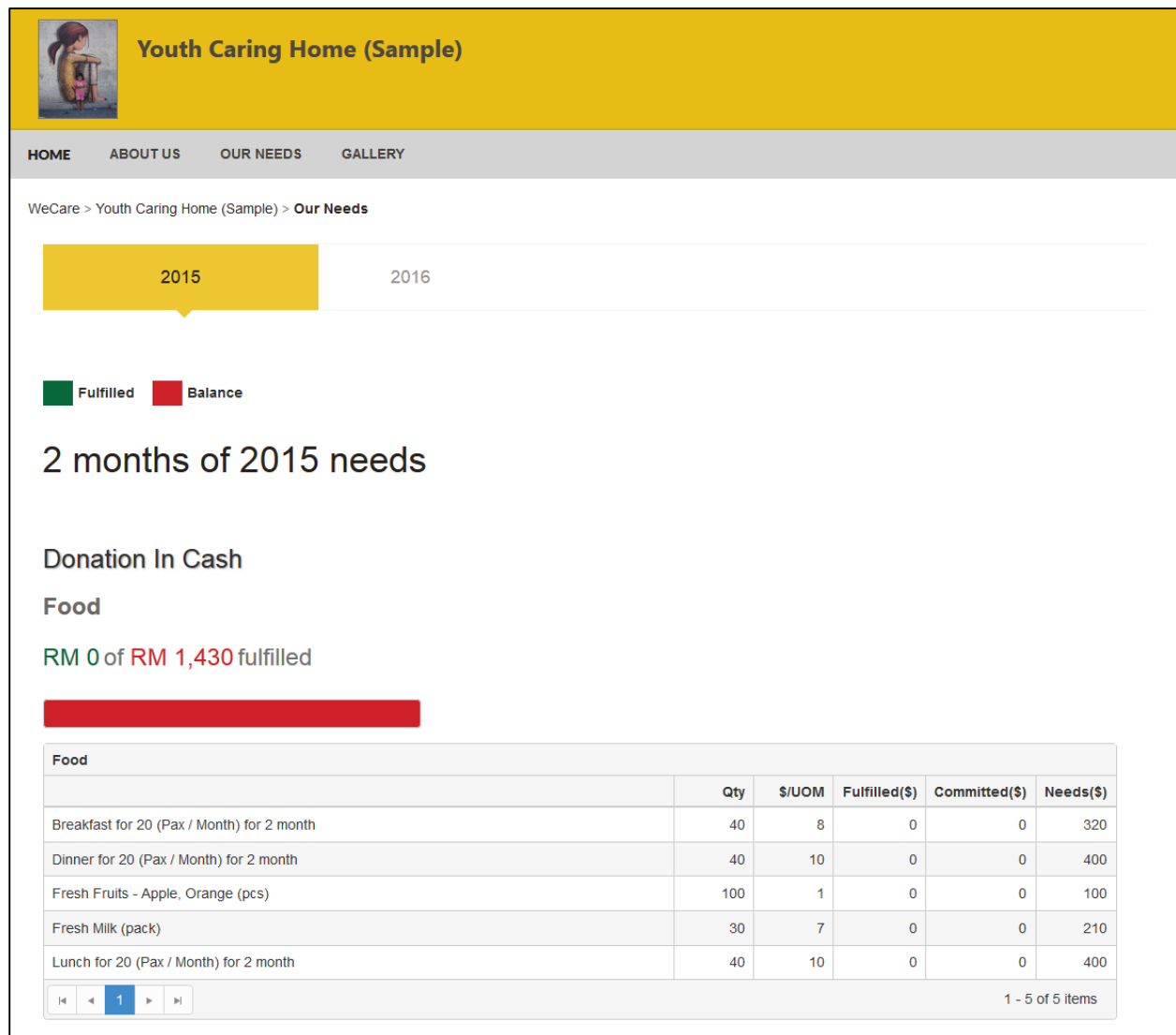


Figure 8.3a Youth Caring Home (Sample)

Shelter

RM 0 of RM 13,500 fulfilled



Facilities					
	Qty	\$/UOM	Fulfilled(\$)	Committed(\$)	Needs(\$)
Children single person bed frame with mattress (set)	20	350	0	0	7,000
Children single person bed sheets (set)	20	50	0	0	1,000
Children study table (pcs)	10	150	0	0	1,500
Dinning tables & chairs - canteen style 6 ft long and 4 Chairs (set)	10	400	0	0	4,000

1 - 4 of 4 items

Donation In Kind**Education & Growth**

RM 0 of RM 2,000 fulfilled



Schooling					
	Qty	\$/UOM	Fulfilled(\$)	Committed(\$)	Needs(\$)
Children school bag (unit)	20	80	0	0	1,600
Children stationary - ruler, pencil, color pencil, eraser	20	20	0	0	400

1 - 2 of 2 items

Food

RM 0 of RM 1,051 fulfilled



Figure 8.3b Youth Caring Home (Sample)

Food					
	Qty	\$/UOM	Fulfilled(\$)	Committed(\$)	Needs(\$)
[Your First Need]	1	1	0	0	1
Biscuit (box)	50	12	0	0	600
Milo (kg)	30	15	0	0	450

1 - 3 of 3 items

Healthcare

RM 0 of RM 2,300 fulfilled

Prevention					
	Qty	\$/UOM	Fulfilled(\$)	Committed(\$)	Needs(\$)
Calcium tablet for children (bottle)	10	50	0	0	500
Vitamin B for children (bottle)	20	40	0	0	800
Vitamin C for children (bottle)	20	50	0	0	1,000

1 - 3 of 3 items

Shelter

RM 0 of RM 2,000 fulfilled

Clothing					
	Qty	\$/UOM	Fulfilled(\$)	Committed(\$)	Needs(\$)
Baby clothes - shirt & pants (set)	20	40	0	0	800
Children clothes - 4 - 8 year old (set)	30	40	0	0	1,200


1 - 2 of 2 items

Figure 8.3c Youth Caring Home (Sample)

Volunteer Services					
Volunteer					
RM 0 of RM 21,300 fulfilled					
<div></div>					
Recurring					
	Qty	\$/UOM	Fulfilled(\$)	Committed(\$)	Needs(\$)
Cleaning & up keep facility for 200 hours (person/monthly)	1	1,000	0	0	1,000
Full time care taker (person/monthly)	6	1,800	0	0	10,800
Full time cleaner (person/monthly)	1	1,000	0	0	1,000
Physio therapist (person/monthly)	1	5,000	0	0	5,000
Volunteer to cook on daily basis (person/month)	1	1,000	0	0	1,000
<div>1 - 5 of 6 items</div>					

Figure 8.3d Youth Caring Home (Sample)

Elder Care Nursing Center (Sample)



Elder Care Nursing Center (Sample)

[HOME](#)
[ABOUT US](#)
[OUR NEEDS](#)
[GALLERY](#)

WeCare > Elder Care Nursing Center (Sample) > **Our Needs**

2015

2016

Fulfilled

Balance

Checkout

2 months of 2015 needs

Donation In Cash

Food

RM 0 of RM 1,680 fulfilled

Food							
	Qty	\$/UOM	Fulfilled(\$)	Committed(\$)	Needs(\$)	Donation(Amount)	
Breakfast for 30 (Pax / Month) for 2 month	60	8	0	0	480	50	Donate
Dinner for 30 (Pax / Month) for 2 month	60	10	0	0	600	50	Donate
Lunch for 30 (Pax / Month) for 2 month	60	10	0	0	600	50	Donate

1

1 - 3 of 3 items

Healthcare

Figure 8.4a Elder Care Nursing Center (Sample)

RM 0 of RM 12,000 fulfilled



Treatment							
	Qty	\$/UOM	Fulfilled(\$)	Committed(\$)	Needs(\$)	Donation(Amount)	
Diabetics medication - Insulin (bottle/month) x 2	40	50	0	0	2,000	50	<input type="button" value="Donate"/>
Dialysis treatment for (5 patient x 2 month)	10	1,000	0	0	10,000	50	<input type="button" value="Donate"/>

1 - 2 of 2 items

Shelter

RM 0 of RM 23,800 fulfilled



Facilities							
	Qty	\$/UOM	Fulfilled(\$)	Committed(\$)	Needs(\$)	Donation(Amount)	
Dinning Tables & Chairs - Canteen Style 6 ft Long and 4 Chairs (set)	10	380	0	0	3,800	50	<input type="button" value="Donate"/>
Single Person Bed Frame with Mattress (set)	30	500	0	0	15,000	50	<input type="button" value="Donate"/>
Single Person Bed Sheets (set)	30	50	0	0	1,500	50	<input type="button" value="Donate"/>
Solid Wood Chairs (unit)	40	50	0	0	2,000	50	<input type="button" value="Donate"/>
Square Wood Table (unit)	10	150	0	0	1,500	50	<input type="button" value="Donate"/>

1 - 5 of 5 items

Donation In Kind

Food

RM 0 of RM 350 fulfilled

Figure 8.4b Elder Care Nursing Center (Sample)

Food							
	Qty	\$/UOM	Fulfilled(\$)	Committed(\$)	Needs(\$)	Donation(Qty)	
Coffee & Tea (Box) for tea time and occasion	5	30	0	0	150	3	<input type="button" value="Donate"/>
Milo (Tin) for tea time and occasion	10	20	0	0	200	3	<input type="button" value="Donate"/>

1 - 2 of 2 items

Shelter

RM 0 of RM 10,000 fulfilled

Clothing							
	Qty	\$/UOM	Fulfilled(\$)	Committed(\$)	Needs(\$)	Donation(Qty)	
Clothes - Pants various size (pcs)	60	50	0	0	3,000	3	<input type="button" value="Donate"/>
Clothes - Shirts size from M - XXL (pcs)	100	30	0	0	3,000	3	<input type="button" value="Donate"/>
Shoes from Size 8 - 12 US each (pair)	50	80	0	0	4,000	3	<input type="button" value="Donate"/>

1 - 3 of 3 items

Volunteer Services

Volunteer

RM 0 of RM 12,700 fulfilled

Figure 8.4c Elder Care Nursing Center (Sample)

One-Off							
	Qty	\$/UOM	Fulfilled(\$)	Committed(\$)	Needs(\$)	Donation(Qty)	
Building painting service for facility	1	2,000	0	0	2,000	3	<input type="button" value="Donate"/>

1

1 - 1 of 1 items

Recurring							
	Qty	\$/UOM	Fulfilled(\$)	Committed(\$)	Needs(\$)	Donation(Qty)	
Cleaning & up keep facility (person/monthly)	3	900	0	0	2,700	3	<input type="button" value="Donate"/>
Full time cleaner (person/monthly)	2	1,500	0	0	3,000	3	<input type="button" value="Donate"/>
Nurse to take care or medical needs for Diabetics & Dialysis patient (person/monthly)	2	2,500	0	0	5,000	3	<input type="button" value="Donate"/>

1

1 - 3 of 3 items

Figure 8.4d Elder Care Nursing Center (Sample)

PART 9: WECARE COMMUNITY MOBILE APP

Download Wecare Community Mobile App (Android)

- Get the Latest Version of WeCare Community Mobile App (Android) by visiting:
<https://play.google.com/store/apps/details?id=com.vwork.wecaremobile>
- IOS version is coming soon.

Functionality Available in Mobile App (Android) as a NPO

Important Note: NPO Registration has to be done on <https://www.wecarecommunity.com/> before you can proceed to login as NPO in Mobile App.

- Login as NPO
- View NPO Listing
- View NPO Information
- View NPO Needs
- View Campaign Listing
- View Campaign Information
- View Campaign Needs
- View Gallery
- Add/Edit Album
- Post Timeline
- Comment on Timeline
- Check Donation History